***Medici Circle Faculty Field Trip Grant Application***

**This form must be completed and emailed to Sandra Smetzer at** [**sjsmetz@bgsu.edu**](mailto:sjsmetz@bgsu.edu) **or hand delivered to Sandra Smetzer at her office in 212 Wolfe Center.**

**ALL FORMS MUST BE TYPED**

**Date of application: Month: Day: Year: .**

|  |  |
| --- | --- |
| Faculty Member’s name |  |
| Program/Division |  |
| Email Address |  |
| Telephone Number/ cell and house |  |
| Faculty Address |  |
| Number of Students participating |  |
| Name of Event |  |
| Date/dates of Event |  |
| Location of art field trip |  |
| Cost of lodging |  |
| Cost of admissions |  |
| Cost of transportation |  |
| Millage for trip |  |
| Mode of transportation (# of vans, cars or buses that will be used) |  |
| Total budget |  |
| Total amount requested from Medici |  |

**You must include the following information about your trip:**

**\_\_\_\_\_ Detailed Agenda about field trip**

**\_\_\_\_\_ List of students going and their majors**

***Please proceed to the next two pages and complete the list of attending students, and answer the two questions.***

**\*SEE PROCEDURES AND REQUIREMENTS FOR REIMBURSEMENT OF GRANT MONEY AT THE END OF THIS GRANT.**

***Medici Circle Faculty Field Trip Student List***

**All students attending the field trip must be listed due to liability issues.**

**Please attach this form to the Grant Application.**

**ALL FORMS MUST BE TYPED**

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| STUDENT NAME | ADDRESS | PHONE # |
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1. **Describe how these funds would support the enhancement of your student’s artistic development.**
2. **Describe how you would share the results of your experiences in order to communicate with the School of Art and the Medici Circle the value gained as a result of this request.**

**IMPORTANT REIMBURSEMENT INFORMATION, PLEASE REVIEW. Within thirty (30) days of the funded event(s), all individual recipients or group will be required to submit a one page report and photos DIGITALLY (on a CD) to Sandie Smetzer in Department of Theatre & Film main office at 212 Wolfe Center. The brief report describes what you did, how you benefited from the experience, and what value to you could be shared with other students as you return to the School of Art. Both the report and photos are required. The group report should be submitted before individuals from the group may be reimbursed.**

**Award monies will be paid when the report and the photo CD has been verified as above and itemized original receipts (in the recipient’s name) and the grant approval letter is submitted to Jane Steinert in the School of Art main office. Award monies will be forfeited if unclaimed after June 30th of the academic year of the award. Please make a copy of this submission to retain for your records.**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE CHECK THE SCHOOL OF ART WEBSITE FOR THE CURRENT DEADLINE FOR APPLICATIONS.**

**All applications must be turned into Sandie Smetzer either in person at the Department of Theatre & Film main office, 212 Wolf Center, or emailed to her at sjsmetz@bgsu.edu. No late applications will be accepted.**