Application for Graduate Student Grants

The College of Musical Arts (CMA) has limited funds available to graduate students for thesis support and travel. The CMA Graduate Committee reviews grant applications once per month during the academic year; grant money is awarded on a first-come-first-served basis. To apply for a graduate student grant, you must meet the following criteria:

- Be in good academic standing in the Graduate College.
- Be enrolled in a degree program when funded activity will occur.
- Not have previously received another CMA Graduate Student Grant during the current academic year. If submitting two grant applications concurrently, one application will be given priority.

Graduate Student Grants may be applied toward the cost of attending conferences, workshops, master classes and competitions. Expenses incurred for travel to doctoral program auditions do not typically receive funding. Reimbursable expenses include the cost of lodging, food, transportation and registration fees. (Professional society dues or job-hunting expenses may not be reimbursed.) For thesis support, grant money can be used toward those activities that augment one's research, including travel to research facilities. Grants are not intended to directly subsidize overhead costs or mechanical issues related to the production of a thesis (i.e., for the photocopying of multiple sets of one's thesis or the printing of personalized questionnaires). Grants also cannot be used to purchase supplies required for a student's personal use in completing degree requirements (i.e., for textbooks, scores, computer software, etc.)

When filling out the grant application, please observe the following:

- The application must be typed and submitted to the mailbox of Dr. Lisa Gruenhagen, Graduate Committee Chair, by Monday at 5:00 prior to the Graduate Committee's Friday meeting. Applications for Fall 2015 are:
  - October 5, 2015
  - November 2, 2015
  - December 7, 2015
- The final written application must include a letter of support from your faculty sponsor.
- A final report must be submitted to the CMA Graduate Committee Chair upon completion of a funded project.

Awards generally range from $75 to $350. No more than 60% of available funds shall be awarded in the Fall semester. In addition to applying for a graduate grant, you may wish to apply for funds from ProMusica, the Dean, or your department. Please note that retroactive funding cannot be provided. The committee attempts to fund projects in proportion to their cost and perceived value.

Reimbursement for funded projects cannot be made until original receipts are submitted to Leslie Galan in the Music Office. Reimbursement is .57 cents/mile if traveling by car. Any receipts (including hotel) must have your name on it.
College of Musical Arts Graduate Student Grant
Application Form

Name _________________________________________________________________

Local Address ______________________________________________________________________________________
____________________________________________________________________________________

Phone ___________________________ BGSU ID #______________________________

Email ______________________________________________________________________________________________

Major ___________________________ Specialization ___________________________

Project Title ______________________ Project Date (s) _________________________

Amount requested from Graduate Committee $____________________

Checklist of required materials:

_____ Completed Application

_____ Supportive materials (including letter of recommendation)

Applicant Signature ___________________________ Date _________________

Faculty Sponsor Signature ___________________________ Date _________________

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1. Describe the project for which funding is requested. If applying for travel money, state the significance of the event you would like to attend.

2. Describe the objectives of the project.
3. Itemize your projected expenses for completing this project.

4. Describe your professional goals and/or career objective.

5. Explain the professional benefits you would derive from the project described above.
6. Itemized budget. Please enter projected expenses and income. Your project income must equal expenses.

<table>
<thead>
<tr>
<th>Project Expenses</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel - Airfare</td>
<td></td>
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<tr>
<td>Travel - Car</td>
<td></td>
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<tr>
<td>Travel - Other</td>
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<tr>
<td>Lodging</td>
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<tr>
<td>Meals</td>
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<tr>
<td>Registration Fees</td>
<td></td>
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<tr>
<td>Production Expenses (describe)</td>
<td></td>
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<tr>
<td>Other Expenses (describe)</td>
<td></td>
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</tbody>
</table>

**Total Project Expenses**

<table>
<thead>
<tr>
<th>Project Income</th>
<th>Amount</th>
<th>Requested</th>
<th>Confirmed</th>
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</thead>
<tbody>
<tr>
<td>Graduate Studies (this request)</td>
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<tr>
<td>MACCM</td>
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<tr>
<td>ProMusica</td>
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<tr>
<td>External Grants (describe)</td>
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<tr>
<td>External Other (describe)</td>
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<tr>
<td>Personal Contribution</td>
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</tbody>
</table>

**Total Project Income***

*Must equal project expenses

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For Committee Use Only

Date Application Received  

Application  

Approved for amount of  

Denied  

CMA Signatures  

Chair of the Graduate Committee  

Other Member of the Graduate Committee