|  |  |  |  |
| --- | --- | --- | --- |
| Applications should be emailed to [FacDev@Marietta.edu](mailto:FacDev@Marietta.edu)  **Deadline 4:00 p.m.**  **Please check ONE of the boxes below** | | | |
| **Round 1** | | **Round 2** | **Round 3** |
| |  |  | | --- | --- | | Name |  | | Department |  | | Application Date |  | | | | |
| Current Year  Funding History | |  |  | | --- | --- | | Minigrant Round 1  Amount Received | $ | | Minigrant Round 2  Amount Received | $ | | | |
| Activity to be supported by this Minigrant | **Conference Attendance to:**  Make presentation  Serve on panel or chair a session  Accompany Students  Attend Workshop, seminar or conference  Other (describe): | | |
| Activity Information | |  |  | | --- | --- | | **Name of Conference:** |  | | **Sponsoring Organization:** |  | | **Location:** |  | | **Dates:** |  | | **Title Topic of Presentation:** |  | | **Additional Information:** |  | | | |

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| --- | --- | --- | --- |
| **MINIGRANT APPLICATION BUDGET** | | | |
| **Expense Item** | | **Description/Detail** | **Total ($)** |
| **Conference Registration Fee** |  | $ |  |
| **Transportation** | |  |  |
|  | **Airfare** (to-from)  $500 Domestic Maximum $1,000 International Maximum | $ |  |
|  | **Rental Car** cost/day |  |  |
| days | | Total $ |  |
|  | **Personal Car** (@.505/mi) $200 Maximum | $ |  |
|  | **Parking** | $ |  |
|  | **Cab, shuttle, public transport** | $ |  |
| **Lodging** (cost/night\*# nights)  $175 p/night Maximum, 5 night maximum | | $ |  |
| *Other expenses* (list) | | $ |  |
| **Total Estimated Costs** | | $ |  |
| **Department Funds** (subtract) | | − |  |
| **Other Funds** (subtract) | | ‒ |  |
| **Total Minigrant Request** | | **$** |  |

|  |  |  |
| --- | --- | --- |
| Minigrant Requests for Items Other than Conference Attendance | **Activities/Materials other than conferences that require funding:**  Purchase research materials  Reimbursement for cost of preparing manuscripts that have been accepted   for publication  Other (describe):   |  | | --- | |  | |
| Presentation Abstract (if applicable) |  |

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| **Please use this space for any additional information you would like the committee to consider when reviewing your application:** |

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| **TO FINISH: Please insert *Acceptance Notification* document(s) below and save your file as *“LastNameFirstInitial\_Minigrant\_Date.pdf”*** |
|  |