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| Applications should be emailed to FacDev@Marietta.edu**Deadline 4:00 p.m.** **Please check ONE of the boxes below** |
| [ ]  **Round 1** | [ ]  **Round 2** | [ ]  **Round 3** |
|

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| Name |       |
| Department |       |
| Application Date |       |

 |
|  Current Year Funding History |

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| 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 |

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| **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):

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|       |

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| 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”*** |
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