



Yale Institute of Sacred Music
409 Prospect Street, New Haven, CT 06511
(203) 432-5180/phone (203) 432-5296/fax

ISM/YDS Student Grant Request *Professional Event (up to \$500.00/ year)*

Divinity students may use the grant to cover costs associated with professional conferences in which they are invited to present a paper. Students may use any remaining balance on a travel grant for other professional events; in this case the student should resubmit a grant request noting the remaining balance that can be applied.

Date _____

Name and Local Address:

Degree/Concentration:

Reason for Request and Location of Event:

Please attach a budget proposal to include a description and an itemized account of each expense.

Are you receiving funding from another entity? YES NO

If yes, please describe level of support:

If you have previously been awarded a grant by the ISM, please list the date and purpose of funding.

Faculty Advisor Approval/ Date

Director Approval/ Date

Please submit a copy of the organization's conference/workshop regulations with this form. Grant money will be processed as a reimbursement after the event has occurred. Original receipts/documentation are required for reimbursement. If you are being reimbursed for a flight, please submit your boarding pass or credit card statement as documentation; an e-mail confirmation of the flight itinerary is not sufficient documentation. Completed requests should be turned in to the Student Affairs Office, first floor ISM. For a duplicate copy of this request, see <http://www.yale.edu/ism/academics/info.html>.