

## ISM Grant Requests

Please see <http://www.yale.edu/ism/academics/info.html> for a copy of a grant form. Completed requests should be turned in to the Student Affairs Office, first floor ISM. Please submit original receipts/ documentation for reimbursement.

***Colloquium Grant Request (up to \$500.00 per person or \$750 per project):*** All proposals and budgets must be signed and approved at least two months in advance. Please attach a budget proposal to your request to include a description and an itemized account of each expense. Grant money will be processed as a reimbursement after the presentation has occurred.

***Colloquium - Appropriate Expenditures:*** The following are appropriate expenses for reimbursement: transportation (air, train, taxi services, parking, and mileage) and accommodation expenses. The ISM will not reimburse students for textbooks / CDs, computer software, purchase of A/V equipment, or food. Students with A/V needs should contact the ISM A/V coordinator, Sachin Ramabhadran, for information regarding ISM equipment that may be used. Students may hire singers or instrumentalists, by the hour, for participation in rehearsals leading up to a presentation, and for participation in the presentation itself. Flat fees may not be negotiated. The singer / instrumentalist hourly rate for payment is \$18/hr. ISM students cannot be paid for the actual performance in Colloquium.

## ISM Colloquium Grant Request

*(up to \$750.00 per project – solo presentations up to \$500.00)*

Reimbursements will not be given without approval two months in advance of your presentation. Grant money will be processed as a reimbursement after the presentation is given. Please submit original receipts/documentation for reimbursement.

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Date \_\_\_\_\_

Name and Local Address  
\_\_\_\_\_

Degree/Concentration:  
\_\_\_\_\_

Reason for Request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a budget proposal to include a description and an itemized account of each expense.** The following are appropriate expenses for reimbursement: transportation (air, train, taxi services, parking, and mileage) and accommodation expenses. The ISM will not reimburse students for food, textbooks / CDs, computer programs or equipment.

Are you receiving funding from another entity? YES  NO

If yes, please describe level of support:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Faculty Advisor Approval/ Date  
\_\_\_\_\_

Director Approval/ Date  
\_\_\_\_\_