

BENNINGTON COLLEGE

APPLICATION FOR STUDENT CONFERENCE GRANT

- Purpose:** The primary purpose of the grant is to support individual student academic work with funding for students *presenting* at conferences. If funding remains after this primary goal has been met, then awards will be made to offset the cost to students wishing to *attend* (but not present at) conferences.
- Eligibility:** All current students in Good Academic Standing and working in any area of study are eligible. Preference will be given to upper class students. Students may receive more than one grant, although not in the same term.
- Awards:** **For presenting:** Grants of up to \$500 per student will be awarded on a rolling basis.
For attending: Grants will be awarded in early May. Depending on the timing of the grant application and conference date, awards may be given as advances or as reimbursements. Students who will attend conferences in the summer are eligible only for reimbursements. *All reimbursement requests and receipts must be received before June 15th of the calendar year.*
- Due dates:** **For presenting:** applications are reviewed on a rolling basis. All applications for presentations occurring between *July 1, 2023 and June 30, 2024* must be submitted on or before **May 1, 2024** at 9:00am.
Please submit your application as soon as the need arises; funding will be awarded until the budget is fully expended, after which time no additional awards will be available.
For attending: applications are reviewed in May only and must be submitted on or before **May 1, 2024** at 9:00am.
- Submission:** Applications should be emailed to Jennifer Burg: jenniferburg@bennington.edu
- Conditions:** Students awarded a Conference Grant *must provide itemized receipts for each expense within two weeks of the conference date.* All awardees funded to present at conferences are expected to share their work with the Bennington community in a meaningful way.

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APPLICATION FOR STUDENT CONFERENCE GRANT

Date of application: _____

Student's name: _____ Current term: _____

Faculty advisor: _____

Name of conference: _____

Date of conference: _____ Amount requested: \$ _____

- ☐ **Proposal Statement:** Attach a statement describing the conference, your participation in it, and the relevance of the conference to your academic work at Bennington and the goals of your Plan. Your proposal statement should also describe how you intend to share your work with the community after the conference. Your proposal should be approximately one typed and double-spaced page, although more pages are acceptable if needed.
- ☐ **Budget:** Please complete the attached budget page and provide a brief narrative explanation for how the costs were determined and/or why additional expenses are justified.
- ☐ **Conference materials:** You must submit a copy of the conference materials and, if applicable, documentation that you've been accepted as a presenter.
- ☐ **Recommendation:** Please submit one letter of recommendation from a Bennington faculty member. Recommendations should address the ways in which participating in this conference will support or extend the work of your Plan. Letters may be submitted with your application or emailed directly to Jennifer Burg.

Name of Recommender: _____

Grant Agreement:

If awarded Bennington College's Student Conference Grant, I agree to share my work with the Bennington Community as outlined in my proposal. I will submit itemized receipts for approved expenses within two weeks of my conference attendance; if I do not submit receipts, *I understand that my award may be reduced or that I will be billed for the unaccounted funding.*

Applicant Signature: _____

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STUDENT CONFERENCE GRANT BUDGET FORM

Applicant Name:	Cost Per Day	# Days	Total Cost	Narrative (details on fund use)
Accommodations				
Meals (if not included conference fee)				
Transportation costs				
Conference Fee				
Other expenses				

Total Funds Requested (not to exceed \$500): \$_____