

BENNINGTON COLLEGE

STUDENT CONFERENCE GRANT

- Purpose:** The primary purpose of the grant is to support the individual student academic work with funding for Bennington College students presenting at conferences. If funding remains after this primary goal has been met, awards will be made to offset the cost to students wishing to attend, but not present at, conferences.
- Eligibility:** All current Bennington students in Good Academic Standing, working in any area of study are eligible. Preference will be given to upper class students. Multiple students may apply to attend the same conference, but each student must apply separately and each application will be reviewed individually. Students may receive more than one grant, although not in the same term.
- Due dates:** Applications for student presenters are reviewed on a rolling basis and grants are made on a first-come, first-served basis until all funding has been dispersed. Applications for conference attendance only will be reviewed in May. Closing dates for the academic year are as follows:
- December 2, 2019** at 9:00 am for *presentations* occurring
between July 1, 2019, and February 1, 2020
- May 1, 2020** at 9:00 am for *presentations* occurring
between January 1, 2020, and June 30, 2020
- May 1, 2020** at 9:00 am for *attendance at conferences*
between July 1, 2019, and June 30, 2020
- Submission:** Applications should be delivered to Noelle Murphy, Assistant Dean for Academic Services, in Barn 120.
- Awards:** Grants of up to \$400 per student will be awarded on a rolling basis for presenters. Grants for students attending conferences (but not presenting at them) will be awarded in early May. Depending on the timing of the grant application and conference date, awards may be given as advances or reimbursements. Students who will attend conferences in the summer after their graduation are eligible only for reimbursements. All reimbursement requests must be received by June 30.
- 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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STUDENT CONFERENCE GRANT APPLICATION COVER SHEET

Student's name: _____ Date of application: _____

Current term: 1 2 3 4 5 6 7 8 Student's faculty advisor: _____

Name of conference: _____

Date of conference: _____ Amount requested: \$ _____

- Proposal statement:** Please attach a statement describing the conference, your participation in it, and the relevance of the conference to your academic work at Bennington. Your proposal statement should also describe how you intend to share your work with the community after the conference.
- 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/extend the work of your Plan. Letters may be submitted with your application or delivered/emailed directly to Noelle Murphy.

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 (provide details on fund use)
Accommodations				
Meals (if not included conference fee)				
Transportation costs				
Conference Fee				
Other expenses:				

Total funds requested (not to exceed \$500): \$ _____