TEACHING CENTER
TRAVEL GRANT APPLICATION FORM 2022-23

Please submit the completed application electronically to teachingcenter@belmont.edu**.**

Deadline for Fall 2022: Tuesday, September 13 at 4:00 p.m.
Deadline for Spring 2023: Tuesday, February 7 at 4:00 p.m.

Late or incomplete applications will not be considered.

Name: **Date of Application:**

Department/Academic Unit:

Name of the Conference:

Location of the Conference:

Conference Date(s):

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You may wish to refer to the Travel Grant Guidelines as you complete the application.

Do not leave any of the numbered sections blank.

1. **Indicate your primary reasons for participating in this conference.**
   Briefly describe the conference and your interest in attending the conference (2-3 paragraphs).

2. **Identify specific ways this conference will enhance your teaching at Belmont.** *Please include the projected impact of information gained from this conference on specific courses (2-3 paragraphs).* Provide a link to a webpage, flyer or brochure with the appropriate information clearly indicated if that will help to support your response.

   Note: If you are presenting at the conference, *the application should also include specifics about other elements of the conference that will inform your teaching.* By itself, presenting at the conference is neither an advantage nor a disadvantage for being awarded a grant.

3. Funds from other sources
Given our limited ability to fund proposals, the Teaching Center expects that an applicant will typically seek funds from other Belmont sources as well (including, for example, the standard college-level faculty travel allotment, additional faculty development funds available within your college, and service learning grants if applicable). **Please indicate amounts expected or requested from other sources, or offer a brief and clear explanation why other funds are not being sought.**

4. Conference Expenses
Please provide a <u>breakdown of expenses and a total</u> (e.g., airfare, hotel, and so forth). For lodging, indicate how many nights. Refer to the *Belmont University Travel Policy* for information about specific expenses such as mileage reimbursement and per diems. If your application is approved for a grant, the Teaching Center will fund at most $750 for an in-person conference and at most $400 for an online conference.

	Estimated Expenses
Registration fee	
Airfare	
Transportation Ground transportation, mileage, or rental	
Lodging _____ nights at _____ per night	
Meals	
Other (please specify)	
Total Expenses	
Anticipated Contribution from other Sources	
Amount requested from Teaching Center ***($750 maximum for in-person, $400 maximum for online)***	

5. Identify other issues that are pertinent in the consideration of this application or indicate that there are none.

6. Please be aware that the Teaching Center will likely ask grant recipients to share what was learned at the conference with the Belmont community in a public forum of some sort.
Describe below your preference for sharing your conference experience, in general or in a specific format or venue (e.g., workshop, discussion group, presentation, blog post).

Do not leave any of the numbered sections blank.