TEACHING CENTER
TRAVEL GRANT APPLICATION FORM 2014-15
(Please do not submit a handwritten application. Please answer all questions.)

Deadline for Fall 2014: Monday, September 15 at 4:00 p.m.
Deadline for Spring 2015: Monday, February 9 at 4:00 p.m.

Name:

Date of Application:

Department/Academic Unit:

Name of the Conference:

Location of the Conference:

Conference Date(s):

What are your primary reasons for attending this conference?

*Briefly describe the conference and your interest in attending the conference (2-3 paragraphs).*

In what specific ways will this conference enhance your teaching at Belmont? Please indicate specific course(s) that will be impacted and the projected impact of information gained from this conference (2-3 paragraphs).

Please 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.
Will you request funds from other sources?
Given our limited ability to fund proposals, the Teaching Center expects that an applicant will typically seek funds from other sources as well. Please indicate amounts expected (if known) or requested from other sources, or offer a brief explanation why other funds are not being sought.

Conference Expenses
Please provide a breakdown of expenses and a total (e.g., airfare, hotel, and so forth). For lodging, indicate how many nights. If your application is approved for a grant, the Teaching Center is most likely able to fund a portion of the expenses, up to $500.

<table>
<thead>
<tr>
<th>Estimated Costs</th>
<th>Totals</th>
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<tbody>
<tr>
<td>Airfare</td>
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| Lodging              | _______ nights at
                     | _______ per night |
| Registration fee     |        |
| Meals                |        |
| Transportation       |        |
| Other                |        |

Anticipated Contribution From other Sources

Amount requested from TC

Are there other issues that are pertinent in the consideration of this application?

Please be aware that the Teaching Center will ask grant recipients to share what was learned at the conference with the Belmont community in a public forum of some sort. If you are interested in sharing your experience in a specific format or venue (e.g., workshop, discussion group, presentation, newsletter article), please let us know.