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Meadows Graduate Student Council
Grant Application Instruction Sheet

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Applications must be received by 5:00 pm the day before an MGSC meeting to be considered for funding. MGSC does not grant funding for projects that have already occurred. MGSC meeting dates and all required forms can be found on the website: http://smu.edu/mgsc

Please direct any questions concerning your application to mgsc@smu.edu

PART I: Project Proposal Form

Please complete all parts of the form. Any form missing information will not be considered for funding until all information is received. Please allow sufficient time to proofread your application prior to submission. The most successful application will have a clear, concise, and well-articulated request. Signature is not required (you do not need to print, sign, and rescan).

PART II: Letter of Request and Supporting Documents

Attach a letter describing in detail and explaining the benefits of your proposed project. Please include all information relevant to your project. If applicable, attach documentation such as letters inviting you to present at a conference or perform an audition. If the project includes a networking opportunity with a prominent member of your field, please provide evidence that the person of interest has agreed to meet with you. The guiding questions below are meant to give you a starting point and are not intended to limit your discussion.

For All Projects:

- How does your project contribute to your professional or artistic development?
- How does your project benefit Meadows School of the Arts?

For Conferences or Workshops:

- Identify the organizations and individuals involved in the event.
- Are you a member of the organization planning the event?
- What is your role in the conference or workshop? (i.e. presenter, organizer, attendee, etc.)

For Interviews, Auditions, or Competitions:

- Identify the organization or institution for which you are interviewing, auditioning, or competing.
- For which role or position are you interviewing, auditioning, or competing?
- Explain the interview, audition, or competition process. (i.e. open or closed)

For Supplies and Equipment:

- In itemized detail, how will the requested materials aid in the enhancement of your unique research at SMU or current body of work?

- How do the materials for which you are requesting funding fall outside of the purview of normal graduate student expenses?
- Are the materials you are requesting necessary for a special event or program?

PART III: Budget and Supporting Documents

Complete the Proposal Budget Form itemizing all expenses related to your project. Include items ineligible for funding such as food so we may have a complete picture of your financial needs. Attach documentation supporting your expected expenses wherever possible (scanned print-outs and screenshots are equally acceptable). If flying, please provide a copy of your ticket receipt or a fare quote from an airline website. If driving, please use the current IRS Standard Mileage rate to estimate your expenses. MGSC may ask for additional detail or documentation concerning your proposed budget before funding is granted.

MGSC **CAN** FUND:
- Up to 100% of conference/seminar/performance/competition fees
- Up to $125 per night for accommodations in a major metropolitan area
- Up to $400 for transportation both from the DFW metroplex to your destination and inner-city travel (i.e. cab fare from airport to hotel)

MGSC **CANNOT** FUND:
- Expenses related to food and/or beverages
- Expenses related to projects that have already occurred
- Expenses related to projects that are for academic credit (ex. tuition, textbooks, supplies)

MGSC **TYPICALLY DOES NOT** FUND:
- Projects that would only have a limited benefit to the student

NOTE: Each application is taken on a case-by-case basis, so applying for funding is always advisable, even if all parts of your project are not included in the above list of items MGSC can fund.

After You Complete Your Application

Submit an electronic copy of your application materials by email to mgsc@smu.edu prior to the deadlines listed online at http://smu.edu/mgsc. A single PDF file is preferred.

You will be notified within 7 days after the scheduled MGSC meeting whether or not your project has been approved and funded by MGSC. If you have been approved for funding, you will receive a Funding Confirmation Email letting you know how much you were approved for and for which expenses.

After the Completion of Your Project

Submit the following materials to mgsc@smu.eduwithin **14 days** of the completion of your project. Please make sure these are each identified with your name.

- Request for Reimbursement form, available online at http://smu.edu/mgsc

- A copy of your original Project Budget Form
- A copy of your Funding Confirmation Email
- Itemized receipts for expenses for which you were approved for funding
- A W-9 tax form, available online at www.irs.gov

Once your check is processed, you will be notified by email and it will be available for pick up from the MGSC mailbox.