

SMITH COLLEGE

STUDENT SPECIAL FUNDING APPLICATION

Funding is for currently-enrolled, undergraduate students only. This application must be submitted on paper, with appropriate attachments, to the Dean of the College's office, College Hall 203. **Incomplete applications will not be considered.** Questions? Contact Susan Zachary at szachary@smith.edu.

?? IS THIS THE RIGHT FORM FOR ME ??

Are you applying for funding <u>as an individual student for an event within the United States that is NOT for credit?</u>	YES! – use this form
Are you applying on behalf of a student org?	NO – use Student Activities Request for Event Funding form available at Campus Center Room 106
Are you looking for help with textbooks?	NO – apply to the Student Aid Society at www.smith.edu/classdeans/
Are you applying for funding for international travel? (includes Canada and US territories)	NO - apply for an International Experience Grant at www.smith.edu/studyabroad/ or to the Student Aid Society at www.smith.edu/classdeans/

IF YOU HAVE DETERMINED THIS IS THE CORRECT FORM FOR YOU, PLEASE FOLLOW THESE INSTRUCTIONS:

1. Complete and sign the attached application, including checklist and detailed budget (travel costs, registration, supplies, etc.). Applications without a budget will not be considered.
2. Attach official information describing the event you wish to attend, showing the dates and cost.
3. Attach a brief proposal (no more than one page) for your participation in the event, including description of the program and how it will benefit your academic career and/or the Smith community at large.
4. Attach a brief statement from a faculty member supporting your participation in the event.
5. Submit all materials to the Dean of the College office, College Hall 203.
6. Once your application has been reviewed, you will be notified of the amount of approved funding (in many cases, you will *not* receive the full amount requested).
7. To receive reimbursement, you must submit **original** receipts and a completed Student Expense Report (attached) to the Dean of the College office; once approved, funding will be processed.

FUNDS COVERED BY THIS FORM INCLUDE:

FUND	FUNDS AVAILABLE FOR	NOTES
President	assistance with expenses for students to attend academic conferences	students will be funded only ONCE in their time at Smith; maximum grant \$350.
Ada Comstock Scholars Program	assist with expenses for travel to interviews, conferences, etc.	available to Ada Comstock Scholars only
Chapel	travel to conferences/retreats/special programs related to religion, ethics or community/public service	amount varies.
Dean of the College	assist with travel to conferences, special studies work, miscellaneous	maximum total of \$100 during time at Smith.
Institutional Diversity	assistance with activities to nurture a diverse campus community	amount varies.
Rothchild Fund	special studies projects	one-time funding only; students must be of traditional age and on financial aid; amount varies.

STUDENT SPECIAL FUNDING APPLICATION - CHECKLIST

Your Name:

Class Year:

Please ✓ check all the way to the bottom:

- ☐ I have read and understand the instructions.
- ☐ I am a currently-enrolled Smith undergraduate and will complete my proposed activity before graduation
- ☐ My project/event takes place in the United States
- ☐ I will **NOT** miss any classes in order to participate in my proposed activity
OR
☐ I **WILL** miss class, and have informed my instructor(s) and arranged to make up any missed work.
- ☐ I have completed the detailed budget form and have attached it to my application
- ☐ I have attached a brief statement about my proposal and my background that equips me to undertake it, as well as the reason I am seeking funding.
- ☐ I have attached a statement from a faculty member/adviser supporting my participation in this event.
- ☐ I have attached a cheap Internet airfare quote (if airfare travel is part of the proposal).
- ☐ I have attached an official publication describing the program/project, that includes the dates and the cost (website materials acceptable).
- ☐ I understand that I must bring original receipts and a completed Student Expense report to the Dean of the College office in order to receive reimbursement (not to exceed the approved amount).
- ☐ I understand that if my expenses are **less** than the approved funding amount, I will be reimbursed only for the amount spent, and not the full approved amount.

My signature certifies that the information provided and the answers to all questions are accurate on all forms submitted.

Signed _____ Date _____
 (Original signature required)

CHECK THE FUND(S) YOU WISH TO APPLY FOR (see previous page for brief descriptions and restrictions):

✓	FUND
	President
	Ada Comstock Scholars Program
	Chapel
	Dean of the College
	Institutional Diversity
	Rothchild Fund

STUDENT SPECIAL FUNDING APPLICATION

Please complete all sections.

YOUR NAME:		YOUR CLASS YEAR:	
SMITH ID #:		CAMPUS BOX:	
YOUR SMITH email address:			
Title of the program/project for which you are requesting funding :			
Dates : From :		To : Total number of days :	
Does this include days on which you have classes scheduled ? Yes No			
Location of event :			
Net funds requested : \$		(Use figure from 4(o) on budget sheet on next page.)	

Please check:

___ This project **IS** ___/is **NOT** ___ for academic credit.

___ I have completed the detailed budget form.

___ I have completed and attached the Checklist.

___ I have attached a statement of support from a faculty member/adviser.

___ Do you have direct deposit arrangements with the controller? Yes ___ No ___

___ I understand that on completion of the project/event, I must provide **original** receipts for expenses incurred and submit them with the completed Student Expense Report to Susan Zachary in the Dean of the College office, College Hall 203.

Student's signature

Date

FOR OFFICE USE ONLY:

Office supplying funds:	Approved by:	Fund Source	Amount	Charge # (to be completed by DOC office once finalized)

To Controller: Please arrange for direct deposit _____/prepare a check _____ in the amount of \$ _____, payable to this student: _____, ID# _____, campus box # _____ OR U.S. mail to _____.

Authorized signature: _____ Date: _____

BUDGET PROPOSAL

NOTE: STUDENTS ARE EXPECTED TO CONTRIBUTE TOWARDS THE COST OF THE EVENT FOR WHICH THEY SEEK FUNDING

Your Name:	Class Year:
Program Title:	

(1) Fill in all applicable information:

(a) Registration fee	\$
(b) Travel (airfare**\$_____/bus \$_____/train \$_____/taxi \$_____)	\$
(c) Meals: Breakfast: # meals ____ x approx. \$5 = \$____ } Lunch: # meals ____ x approx. \$10 = \$____ } Total → Dinner: # meals ____ x approx. \$15 = \$____ }	\$
(d) Accommodation: # of nights ____ x \$_____	\$
(e) Supplies, if applicable (please list on separate sheet if necessary)	\$
(f) Other (specify)	\$
(g) Add (a) through (f) for Total Cost of Event	\$
(h) How much are YOU contributing?	\$
(i) Subtract (h) from (g) for NEW COST OF EVENT	\$

**Attach cheap internet airfare quote

(2) Are you receiving PRAXIS funding for this event? ☐ Yes ☐ No

(3) List all OTHER sources (excluding the offices listed on this form) from which you have received or applied for funding (e.g. department funding, Student Aid Society, off-campus organizations):

Source _____ Funds rcvd? ☐ Yes ☐ No How much? \$ _____

Source _____ Funds rcvd? ☐ Yes ☐ No How much? \$ _____

Source _____ Funds rcvd? ☐ Yes ☐ No How much? \$ _____

Total funds from other sources \$ _____

(4) Please complete calculation below:

(j) Enter amount from (2) above (Praxis)	\$
(k) Enter amount from (3) above (other funding sources)	\$
(l) Total Contributions – add lines (j) and (k)	\$
(m) Insert “NEW COST OF EVENT” (from item (i) in grid at top)	\$
(n) Insert “Total Contributions” (from item (l) above)	\$
(o) Subtract (n) from (m) and enter this amount on FRONT of application	\$

(Attach this sheet to your application)

STUDENT EXPENSE REPORT

Name:		ID# :	
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Funds were used for:

Complete this form and submit with ORIGINAL RECEIPTS to College Hall 203 after completion of the event. PLEASE TAPE RECEIPTS to an 8-1/2x11" sheet of paper and mark what each was for.

Date:	MON	TUE	WED	THU	FRI	SAT	SUN	TOTALS
Registration								
Meals								
Accommodation								
Transportation								
Supplies								
Other (specify)								
Other								
Other								
Other								
TOTAL EXPENSE PER DAY:								

Amount pre-approved for this event:	\$	The attached receipts total:	
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All expenses listed on this report were actually incurred by me while engaged in, **AND DIRECTLY RELATED TO**, the activity for which funds were given.

Student's original signature: _____ Date: _____

(Do NOT attach this sheet to your application – submit with receipts at conclusion of your event)