

**California College of the Arts
Student Travel Grant
2011-2012 Application**

The student travel grant is awarded to select applicants to help fund travel related to that applicant's coursework. Funding may go towards speaking at a conference, conference attendance, or research-related travel, and a clear correlation between the trip and the applicant's studies at CCA must be made. Also, this grant is not intended for travel expenses related to study abroad courses.

Grants are for travel that has yet to occur at the time of submission. (Retroactive grants will not be awarded.) The grants are competitive and not all students applying for a grant will receive one.

Who is eligible?

All full-time graduate and undergraduate students currently enrolled at CCA.

How do I submit my application?

Complete the grant application (page two of this document) and submit the completed form via email to swest@cca.edu, or to send to ShawnJ West on the third floor of Macky Hall, or deliver to the mailroom on either campus in an envelope clearly marked:

ShawnJ West
Academic Affairs
Oakland Campus

Please note that incomplete or late applications will NOT be considered. All applications MUST include a CCA faculty member's support.

Application deadlines for 2011-2012:

Fall Semester

Round 1 Deadline: 10/10/11

For travel after 10/19/10

Notification sent: 10/14/11

Round 2 Deadline: 12/01/11

For travel after 12/15/11

Notification sent: 12/13/11

Spring Semester

Round 3 Deadline: 02/01/12

For travel after 02/14/12

Notification sent: 02/10/12

Round 4 Deadline: 04/02/12

For travel after 04/16/12

Notification sent: 04/12/12

Funding Limits

Only one award will be given to each selected student during an academic year. Grants are up to \$500 and based on the quality of application and availability of funds. Grants are not expected to cover all costs for a trip; it is the applicant's responsibility to secure additional funding from other sources, if needed.

How do I receive awarded funds?

Grants are reimbursed for out of pocket expenses (which may include: conference fees, airfare, car rental, food, and lodging.) Receipts MUST be shown as proof of payment, California College of the Arts cannot reimburse funds for which a student has lost or did not receive a receipt. It is the applicant's responsibility to request and track receipts for their travel expenses.

Please submit all receipts to ShawnJ West (Academic Affairs) for reimbursement. Note: Maximum award is \$500.

Application Checklist:

- Applicant Information
- Deadline for which you are applying and Travel Dates
- Reason for Grant Request
- Budget Information
- Request Statement (including explanation of how travel relates to CCA studies)
- Faculty Support Statement and Signature
- Student Applicant Signature

Name: _____

Program: _____

Level: Graduate Undergraduate

Deadline: _____

Travel Dates: _____

Reason for grant request:

- Speaker at Conference** *(please supply written evidence of invitation to participate)*
- Attendee at Conference**
- Other** _____

Budget:

Air Travel \$ _____

Ground Transportation \$ _____

Hotels _____ days X \$ _____ /day = \$ _____

Registration Fees \$ _____

Other Expenses (itemize) _____ \$ _____

_____ \$ _____

TOTAL BUDGET *(Maximum Student Travel Grant is \$500, but please include your total expected costs.)* \$ _____

- I have also received \$ _____ from _____ to support my participation.
- I have not received any other support to participate.
- My participation is dependent upon receipt of this grant.

Describe reason for requesting grant. Include how this travel is related to your studies/studio practice at CCA.:

Faculty Name: _____

Program: _____

Support Statement: *(Please limit statement of support to 3-5 sentences.)*

Faculty Signature: _____

Date: _____

Applicant Signature: _____

Date: _____

Name: _____

Program: _____

Level: Graduate Undergraduate

Deadline: _____

Travel Dates: _____

Reason for grant request:

- Speaker at Conference** *(please supply written evidence of invitation to participate)*
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Faculty Signature: _____

Date: _____

Applicant Signature: _____

Date: _____