

**The Bard Center for Studies in the Decorative Arts, Design and Culture
Travel Grant Information Sheet**

**APPLICATION DEADLINE: October 4, 2004 (for all fall and winter activities)
March 28, 2005 (for all spring and summer activities)**

I. Alumni/ae Research and Travel Grant

This fund was established in 1996 by the inaugural class of the BGC and is supported by donations from subsequent classes. Small grants are awarded from this fund to help underwrite the cost of travel and research (thesis and dissertation) of BGC students and alumni/ae, and to attend conferences to present a paper. It is open to all students in good standing, and graduates. A candidate may **apply** more than once, but not more than once a year. Grant **recipients**, however, must wait five years before a new application can be considered. First year M.A. students who wish to apply for funds for a conference held the summer between first and second year may apply in the Spring. First semester MA students are not eligible for consideration.

Applicants must submit the following:

- completed application form (enclosed)
- resume of employment and education
- project description (present a strong, comprehensive case describing the contribution the project will make to the fields of decorative arts, long or short-term; include how your work and ideas fit into a larger academic context. Limit: two pages, single-spaced.
- complete project budget
- project time table (the work related to the grant must be completed within six to eight months of when the money is received)
- a list of any other sources of funding to which you have applied
- any additional information that strengthens or clarifies the application (for example, if you have been invited to give a paper, include a copy of the letter inviting you)
- money from all three funds must be spent in the same academic year in which it is awarded. Money used beyond the deadline not only becomes taxable income; it makes a student ineligible for further research/travel grants, and a student will be asked to refund the grant.

II. Eugenie Prendergast Fund

The purpose of this fund is to support travel directly related to the thesis and the dissertation. It is open to both M.A. students and Ph.D. students in good standing, with

approved thesis and dissertation topics (or, in the case of M.A. students, the thesis must be pending approval in Spring, 2005). Second year students should not apply until Spring.

Applicants must submit all of the materials as listed above.

III. Academic Programs Research Fund

The purpose of this fund is to support work directly related to the dissertation. It is for doctoral students only. Students must be in good standing and have an approved dissertation topic on file.

Applicants must submit all of the materials as listed above.

Applications must be submitted to: Elena Pinto Simon, Associate Dean for Academic Programs, 18 West 86th Street, 5th floor, N.Y. N.Y. 10024.

Only complete applications (5 copies), received by the appropriate deadlines, will be considered.

GRANT REQUIREMENTS

A brief written report must be submitted upon completion of the project, and original receipts must be handed in with the report. In all cases, the money awarded must be used for the proposed purpose by the end of the academic year in which it is awarded. Failure to submit a report by this date will result in ineligibility for any further travel grant consideration. In addition, any money not used in the calendar year in which it is awarded becomes reportable (taxable) income.