

TRAVEL GRANT INFORMATION SHEET

APPLICATION DEADLINE

FOR FALL: October 19, 2007

FOR SPRING: January 24, 2008

GRANTS

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, who have completed the language requirement for the degree and graduates. A candidate may **apply** more than once. 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 term.

Applicants must submit the following:

- Completed application form (enclosed).
- An updated CV
- 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 timetable (the work related to the grant must be completed within one academic year 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 year in which it is awarded (i.e. by Dec. 31, 2007, for those who receive money in the fall). Money used beyond the deadline becomes taxable income; further, it makes a student ineligible for further research/travel grants. Students who are awarded funds for conferences and research scheduled for January or February will receive the funds early in the newyear, in order to accommodate this federal guideline. A full report and all receipts is ordinarily expected by one month after the travel.
- Funding may be used for airfare, train or bus fare, entrance fees, photocopying, hotel costs. The fund does not pay for food expenses.

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 Fall, 2007). Applicants must have satisfied the language requirement.

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, have satisfied all language requirements, and have an approved dissertation topic on file.

Applicants must submit all of the materials as listed above.

Applications to all three funds must be submitted to: Elena Pinto Simon, Dean for Academic Administration and Student Affairs, 18 West 86th Street, 6th floor, New York, New York 10024.

Only complete applications (5 copies), received by the deadline, 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 December 31, 2007 if the funds are for an event in 2007, and by December 31, 2008 if the event is scheduled to happen in 2007.

It is expected that all paperwork for the use of the funds will be submitted within a month after the completion of the travel. 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.