



Conference Support Grant

APPLICATION DEADLINE
THREE WEEKS PRIOR
TO CONFERENCE START

SEND APPLICATIONS TO:
LGBTQ PROGRAMMING OFFICE
5710 S. WOODLAWN AVE.
CHICAGO, ILLINOIS 60637

QUESTIONS
CONTACT JEFFREY HOWARD AT
JHOWARD2@UCHICAGO.EDU OR
773.834.1005

The University of Chicago
LGBTQ Programming Office
5710 South Woodlawn Avenue
Chicago, Illinois 60637
Tel 773.834.1005

Conference Support Grant Guidelines 2008-2009

Objective of Conference Support Grant: The LGBTQ Programming Office assists undergraduate, graduate, and professional students interested in attending LGBT conferences. This grant is intended to serve students who, due to financial hardship, are not able to cover the costs of activities that are necessary for conference attendance.

Eligibility: Full-time, currently registered students, who are in good standing in the College or University are eligible to apply. Students who are on an extension of the deadline for completion of a graduate (MA or PhD) or professional (MBA, JD, etc.) degree or who have graduate are not eligible.

Funding Limits: Students may apply for up to \$100 per award. Students are eligible to apply for one Conference Support Grant per academic year. Priority for grants is provided to students who have not received awards in the past.

Award Notification: Each student will receive notice of the decision within two weeks of application. Notification of awards will be sent via email to the student, providing the dollar amount awarded and details regarding any follow-up documentation required.



THE UNIVERSITY OF
CHICAGO

lgbtq.uchicago.edu



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Conditions of Grant

1. The grant shall be used only for the specific purposes and in the amounts stated in this application.
2. Students who receive funds for conference participation may be required to present information in a future LGBTQ Programming Office event (panel, discussion, workshop, etc.).
3. Students requesting funding for conference travel are provided funds via reimbursement only. Please be aware that travel advances cannot be provided, however, conference registration fees are eligible for payment in advance. Expenses eligible for travel reimbursement include: transportation to/from meetings, lodging, food and ground transportation while in attendance at the conference. Students are expected to find the most reasonable and economical lodging and transportation. If meals are provided as part of the conference, it is expected that students will partake of these meals rather than incurring additional expenses. Alcohol is not eligible for reimbursement. Retroactive charges for expenditures incurred or committed prior to review and approval of this application will not be funded.

PLEASE READ CAREFULLY

All paperwork for travel must be submitted no later than two weeks after returning. The following documentation must be submitted for reimbursement (where applicable) and must be in the name of the student who received the award:

1. Original boarding pass & travel itinerary
2. Original receipts showing proof of payment of lodging
3. Original receipts for food
4. Any expenses paid by credit card will require you to submit a copy of your credit card statement or online statement with all applicable expenses highlighted



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Conference Support Grant Application

Name (Last, First, MI): _____ Date: _____

Address: _____ City/ZIP: _____

Daytime Phone: _____ Alternate Phone: _____

UC Email: _____ Student ID: _____

Concentration/Program: _____ SS#: _____

Are you employed? Yes No Work Study? Yes No

Please Indicate Funding From Additional Sources:

Source: _____ Amount Requested: _____ Amount Received: _____

Source: _____ Amount Requested: _____ Amount Received: _____

Conference Title: _____

Conference Web Site (if applicable): _____

Location: _____ Dates: _____

I will be presenting at this conference (not required): Yes No

Breakdown of Estimated Expense	
Conference Registration Fee (Early)	\$ _____
Transportation (Air, Rail, Car)	\$ _____
Hotel (Indicate cost per night, number of nights & whether room will be shared)	\$ _____
Food (Not covered by conference)	\$ _____
Total Estimated Cost	\$ _____

BEFORE submitting your application, please indicate the following:

I have attached a 1-page essay indicating my need for this conference support grant.

I have attached proof of my anticipated expenses (registration forms, housing reservations, etc.).

I have attached a copy of my most recent financial aid award letter.

By signing below, the undersigned acknowledges and agrees to the Conditions of Grant as set forth in this application.

Signature: _____ Date: _____