

NAFSA Region II
First-Time Travel Grant Application for a National Conference
Park City, Utah 2008

Purpose: The purpose of this grant is to provide an opportunity for individuals working in Region II as professionals or volunteers in the field of international education to attend their first regional/national NAFSA conference. Applications are welcomed from all interest sections of NAFSA. Examples of those who would be eligible for regional grants are: community participants who receive minimal compensation for part of their work; part-time employees; or professionals and volunteers who need further training but lack sufficient support for conference attendance. Funds are limited, so grants or partial grants will be awarded based on demonstration of need and strength of objectives. It may not be possible to fund every applicant.

Eligibility:

- Applicant must reside or be employed in Region II
- Applicants may be from any of NAFSA's interest sections
- Applicants must be currently engaged in work, as paid staff or as a volunteer, with post-secondary foreign students, U.S. students abroad or another component of global education at an education institution or in a community-based organization.
- Applicants must be Regular NAFSA members who have never attended either a regional or national conference
- Applicants may apply for NAFSA membership concurrently with the travel grant application. No funds will be awarded until NAFSA membership is confirmed.

Grant application review will begin September 15, 2008. All grant decisions will be made by October 1, 2008 and all expense forms and accompanying receipts for the grants awarded must be turned in by November 20, 2008. Late submissions will be considered on a case by case basis.

Application Procedure: *Please return the following information to:* Cynthia Banks, Treasurer, Region II. Electronic copy is preferred at cbanks@australearn.org or send by fax or regular mail to Cynthia Banks, Treasurer Region II, c/o AustraLearn/EuroLearn/AsiaLearn 12050 N Pecos Street, Suite 320, Westminster, Colorado 80234. Fax 303-446-5955. Applicants will receive an email notice to confirm receipt of application. If an email notice is not received within a few days of submission, please call Cynthia at 303-446-2214x103.

Conditions of Award: Recipients are expected to participate in the entire conference and to submit a report on the conference to the Region II Chair within two weeks of the conference. Report forms will be sent to grantees with notice of award.

Personal Information (please print clearly or type)

Name _____

Title _____

Institution _____

Department _____

Address _____

Phone _____ Fax _____ E-mail _____

SUBMISSION MATERIALS FOR THE REGION II FIRST TIME TRAVEL GRANT APPLICATION

1. **In connection with foreign students/US students abroad, are you:**

[] employed full-time? [] employed part-time? [] a volunteer?

2. **Statement of Purpose** about why you wish to attend this conference and the specific benefits you hope to derive for your office/organization.

3. **Secure a letter of recommendation from your supervisor.** This letter should verify that you are currently engaged in work, as paid staff or as a volunteer, with post-secondary foreign students, U.S. students abroad or another component of global education at an education institution or in a community-based organization. The letter should also address your need for funding assistance related to the additional expense resulting from your involvement in this conference.

4. **Financial Request:** The grant may only cover transportation to and from the conference site. Applicants should be able to pay expenses related to lodging, food, and conference registration.

Estimated Total Expenses:

ESTIMATED TRAVEL

If auto travel, _____ miles @ \$0.54 per mile = \$ _____
If air travel, ticket cost = \$ _____
If other form of transportation = \$ _____

ESTIMATED REGISTRATION and/or WORKSHOP FEES

Registration/Workshop costs = \$ _____

Total estimated expenses (full funding is not typical) = \$ _____

Please let us know how you estimate your expense to be covered:

Institution to cover \$ _____
Personal funds to cover \$ _____
Requested Grant \$ _____

Please note that in order to receive the grant funds once they are approved, recipients will be requested to turn in a regional conference report and a current Region II NAFSA expense form and all receipts by the date listed on the grant form. Expense forms can be found at the Region II website <http://www.region2.nafsa.org/>.