

## ***NAFSA Region II Travel Grant Application***

---

**Purpose:** The purpose of the NAFSA Region II Travel Grants is to provide an opportunity for individuals working in Region II as professionals or volunteers in the field of international education to attend the NAFSA Region II annual conference.

**Eligibility:** To be eligible, applicants: (a) must reside in Region II and be currently engaged in work, as paid staff or as a volunteer, in international education at an educational institution or in a community-based organization; (b) must be current (and preferably regular) NAFSA members. Note that applicants may apply for NAFSA membership concurrently with the travel grant application (although no funds will be awarded until NAFSA membership is confirmed). Applications are welcome from all interest sections of NAFSA and can include community participants who receive minimal compensation for part of their work, full or part-time employees, and professionals and volunteers who need further training but require financial support for conference attendance.

**Preferred eligibility:** Preference will be given to individuals who have not previously attended a NAFSA Region II Conference and recent NAFSA Academy participants.

**Award amounts:** Because of the limited funds available, only a small number of grants or partial grants will be awarded up to \$500 per person. Selection will be based on demonstration of need and the strength of the statement of objectives. An individual is eligible for one grant per calendar year and an institution or organization is limited to up to three grants for any one NAFSA activity.

**Conditions of Award:** Recipients are expected to participate in the entire conference. Awards will not be given for individuals to participate only in a pre-conference workshop or for one-day conference participation.

**Acceptance and Reimbursements:** If your application is funded, you will be notified by email. Recipients of this grant will need to submit to the Region II Treasurer a completed Expense Report with receipts for reimbursement within two weeks of the Region II conference. Expense reports are available online at <http://www.nr2archive.org/aboutregion/grants/>

**Deadline:** All materials must be received by September 1st. There is a limit to the number and dollar amount of grants available and the executive team reserves the right to make final grant decisions. Notifications will be sent via email to all applicants by mid-late September.

**Application Procedure:** Please submit the completed application below to Cindy Kraft, Region II Chair-Elect at [cindy.kraft@colorado.edu](mailto:cindy.kraft@colorado.edu).

# NAFSA REGION II TRAVEL GRANT APPLICATION

---

1. **Applicant Information (please type)**

Name:

NAFSA Membership number:

Title/Dept:

Institution:

Address, City, State, Zip Code:

Phone:

E-mail:

Supervisor's Name:

Supervisor's Email:

Supervisor's Phone:

I am:  Employed Full-Time  Employed Part-Time  a Volunteer

I am:  a First-Time Region II Conference Attendee  a former NAFSA Academy Participant

2. **Statement of Purpose (250 word limit):** Please share why you wish to attend the conference, the type of sessions you wish to attend and the benefits of attendance for you and your institution. Please include your Statement of Purpose in the text box below (*you may wish to type in Word and copy and paste your reply below*):

3. **Supervisor's Signed Letter:** This signed letter on letterhead should verify that you are currently engaged in work, as paid staff or as a volunteer, with post-secondary international 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. Please send this letter with the application in one email message.

4. **Financial Request:** The Grants may be used for travel, including mileage and parking fees for a personal car or university vehicle, if appropriate, lodging, conference registration, and/or workshop fees.

**ESTIMATED TOTAL EXPENSES**

If auto travel, _____ miles @ \$0.55 per mile	\$
If air travel, ticket cost	\$
If other form of transportation	\$
Estimated Registration	\$
Estimated Workshop	\$
Estimated Lodging Expense	\$
Estimated Meals Expense	\$
<b>Total estimated expenses</b>	<b>\$</b>
Institution to cover	\$
Personal funds to cover	\$
<b>Requested Grant Amount from Applicant</b>	<b>\$</b>