

Our Shared Humanities **Mini-Grant Application Form**

Please paperclip pages, do not staple

A. Project Director (must be a faculty member)

Name, Title, Department: _____

B. Other Project Personnel (if applicable)

Name, Title, Department: _____

Name, Title, Department: _____

Name, Title, Department: _____

C. Project Title

"OSH: Insert Project Title" _____

D. Type of OSH Mini-Grant (select one; if unsure, leave blank)

_____ Discovery Grant _____ Design Grant _____ Zones of Inquiry Grant

E. Total Funding Amount Requested (provide cost summary; detailed costs will be listed in **Section I**)

Faculty Stipends: \$ _____

Travel: \$ _____

Food & Beverages (not travel related): \$ _____

Other: \$ _____

TOTAL: \$ _____

F. Summary of Proposed Project (150 words or less)

G. State where and when the funded project will take place

Project Location: _____

Start and End Dates: _____

H. Project Description (350 words or less)

Provide a description of the proposed project activities. The description should include details about the role of project personnel (named in Sections A and B), as well as the anticipated results of the proposed project. Applicants are asked to keep in mind that the purpose of OSH mini-grant funding is to support projects that are designed to promote the integration of the arts and humanities with other disciplines across the curriculum

I. Project Budget

Please attach a detailed, itemized budget for all costs associated with the proposed project. Applicants should carefully review the OSH Mini-Grant Call for Proposals which includes Funding Guidelines (available on the *Our Shared Humanities* webpage (muse.union.edu/Mellon-Our-Shared-Humanities/)).

A sample format for your budget is provided below. Applicants should provide a narrative description justifying the proposed costs. You must provide printed quotes, estimates, and/or invoices for all proposed expenditures.

PROPOSED BUDGET (SAMPLE)

<i>Item</i>	<i>Description</i>	<i>Amount</i>
FACULTY STIPENDS		
Project Director Jones	\$250 administration and \$500 course module development	\$750
Faculty collaborator Smith	\$500 for course module development	\$500
TRAVEL		
Guest Lecturer Reynolds	\$480 RT airfare (LAS – ALB) \$356 Lodging (\$99/night x 3 nights + taxes) \$150 Meals/beverages (travel-related)	\$986
MATERIALS & SUPPLIES		
Workshop	\$195 Arduino \$75 License fee \$150 Notebooks, poster board, etc.	\$420
FOOD & BEVERAGES		
Dinners (guest + 3 faculty)	\$50pp x 4 = \$200 x 2 nights = \$400	\$400
Reception after workshop	\$75 appetizers and beverages	\$75
	TOTAL:	\$3,131

Submit completed application form plus any supporting documentation to:
Carol Cichy | S&E S-100 | cichyc@union.edu