



2011 Leadership Institute Travel Reimbursement Grant Packet

Grant Dollars Available:

- \$3,000

Eligibility Requirements:

- Must be a collegiate member in good standing of Phi Mu Alpha Sinfonia
- Must be participating or planning to participate in the 2011 Leadership Institute. The grant recipient must attend and be present at *all* sessions and workshops in order to remain eligible for the grant (*not necessarily including the Fraternity Education Pre-Conference and/or the Men of Song Choir*).

To Apply:

***NOTE:** *An application is not considered received unless all questions are answered completely, and materials listed below are received.*

- Typed or computer generated application (electronic application is in fillable PDF format). Handwritten applications will not be accepted.
- Typed 2-3 page essay on the topic: *Describe a key change or experience in your life and how it has led you to become a current or future leader in your chapter.*
- Typed 1-2 paragraph(s): *Describe the benefit(s) you expect to receive from the 2011 Leadership Institute*
- Supporting documentation for travel expenses
- A minimum of two (2) with a maximum of three (3) letters of support. Included among them must be at least one Sinfonian and one non-Sinfonian attesting to the applicant's leadership potential. Letters of support must be signed by the author.
- Composite style coat and tie photo for promotional purposes.
- Materials may be submitted

By postal mail:

Sinfonia Educational Foundation
ATTN: Travel Grant Committee
10600 Old State Road
Evansville, IN 47711

Or by fax:

Travel Grant Committee
(812) 867-0633

Or by e-mail:

daily@sinfonia.org

Electronic submissions must have all application materials attached to one e-mail in order to be complete; submissions without all application materials attached to the message will not be accepted. Please note that e-mailed applications must still contain the required hand-written signatures, so the materials will need to be printed, signed and scanned in order to successfully submit by e-mail.

- Distribution of funds will be determined based on number of qualified applicants. Awards will not cover travel expenses at 100%.
- Late applications **will not** be accepted

Application Timeline:

May 13, 2011 Application deadline (must be received by 5:00 p.m. CDT on this date)
May 27, 2011 Award notification letters distributed to applicants

Reimbursement Grant Distribution:

Grant payments will be made July 24, 2011, on a reimbursement basis for actual expenses. No grant payments will be made prior to July 24, 2011.

***NOTE:** *A limited amount of time is available to apply for the 2011 Leadership Institute Travel Reimbursement Grants. It is recommended that applications are completed thoroughly and in a timely manner. Any questions should be directed to Derek Danilson, Sinfonia Educational Foundation President by email at sefpresident@sinfonia.org.*

2011 Leadership Institute
TRAVEL REIMBURSEMENT GRANT APPLICATION

Personal Information

Full Name		College/University	
Class (Sophomore, Junior, Senior, Graduate Student)		Expected Graduation Date	
Degree Program		Major	Minor

Address While Attending School		City	State, ZIP	School Phone
Home Address		City	State, ZIP	Home Phone
Mobile Phone		Email		

Fraternity Involvement

Initiation Date	Initiating Chapter	Current Chapter
Fraternity Offices Held, with years:		
Other Fraternity Involvement:		
Province/ National Events Attended:		
Other Campus and Community Involvement (non-fraternity specific):		

Anticipated Expenses

Item	Cost	Documentation OR Explanation
Point of Departure (City/State):		
Airfare:	\$	<i>Attach documentation from online source or travel agent</i>
Mileage: _____ miles @ \$0.30/mile =	\$	<i>Attach documentation from online map service such as MapQuest</i>
Tolls/Taxi/Other:	\$	
Hotel accommodations in transit to/from the 2011 Leadership Institute	\$	<i>Attach documentation from online source or travel agent</i>
Registration Fees for 2011 Leadership Institute	\$	
Total Travel Costs:	\$	
Subtract funding already secured from other sources (explain sources):	- \$	
	- \$	
TOTAL TRAVEL EXPENSE NEED:	\$	

Award distributions are not available to cover travel expenses at 100%.

Will you be attending the 2011 Leadership Institute if you do not receive a Travel Reimbursement Grant?	
Will other Sinfonians be traveling with you to the 2011 Leadership Institute? If Yes, how many and whom?	

Applicant's Verification

I hereby certify that all the above statements are true and complete to the best of my knowledge and are for the purpose of applying for a reimbursement grant. If I fail to meet the grant requirements explained in this application packet, I understand that I will be required to reimburse the Sinfonia Educational Foundation for the full amount of the grant award.

Signature: _____ Date: _____

Fraternity Official's Verification

The foregoing application has been reviewed by me and I certify that the statements are true and correct to the best of my knowledge. The applicant is a member of Phi Mu Alpha Sinfonia and is in good standing with the _____ Chapter.

Faculty Advisor's Name: _____

Faculty Advisor's Signature: _____ Date: _____

OFFICE USE ONLY		
Date Received	Approved	Amount of Grant
	Yes No	\$