



## *Association of Graduate Students in Music Summer Travel Grant 2018*

Anticipated Expected Budget: \$500

Maximum Grants Awarded: 5

Application Deadline: Friday, March 30, 11:59pm

Applicants will be notified by email of funding decisions in mid-April.

### **Application Checklist**

- 500 word (maximum) essay – PDF, 12-point Times New Roman, double spaced, 1” margins
  - ✓ saved as FirstnameLastnameSTG18.pdf – submitted to [agsm@unm.edu](mailto:agsm@unm.edu)
- Budget – PDF
  - ✓ saved as Lastname\_STG18Budget.pdf – submitted to [agsm@unm.edu](mailto:agsm@unm.edu)
- Letter of Recommendation from UNM faculty member
  - ✓ submitted directly by faculty to [agsm@unm.edu](mailto:agsm@unm.edu) with applicant’s name in subject line

### **Description**

- The AGSM Summer Grant is a merit based grant with awards ranging from \$100-\$500 designed to support UNM graduate music students who wish to pursue professional and educational opportunities outside of UNM during the summer of 2018 (defined as beginning on 5/12/2018 and lasting until 8/20/2018) including but not limited to: workshops, seminars, symposiums, conferences, and classes.
- Consideration will only be given to students with in good academic standing (at least a 3.0 cumulative GPA.)
- Students must submit a complete application packet online to be considered to receive funds.

### **Acceptable Costs**

- Travel expenses including the following: air, bus, train, or sea ticket, fuel, taxi/rideshare
- Lodging
- Tuition and fees for workshops, seminars, symposiums, festivals, or non-UNM classes which occur during summer 2018.

### **Unacceptable Costs**

- Tuition and fees for classes, seminars, symposiums, or any other event affiliated with The University of New Mexico.
- Liquor and tobacco products.

### **Applicant Eligibility**

- Applicants must be graduate music students currently registered for at The University of New Mexico as of spring 2018

## **Application Requirements**

- 1.) A 500 word (maximum) essay explaining what event/class/activity the grant will be used for, how said event will contribute meaningfully to the student's education. Essays in excess of the 500-word limit will not be accepted. Essays must be anonymous and address all the relevant points on the score-sheet. Proposals must be in Times New Roman, 12-point font, double spaced, and use 1" margins. Please do not include your name in the proposal. Applications that do not follow this format or include a name will be disqualified. Upon completion, all application essays must be saved as a PDF and submitted to [agsm@unm.edu](mailto:agsm@unm.edu) using the following subject line format: Firstname Lastname STG18. The filename for the submission should be as follows: Lastname\_STG18.pdf
- 2.) A completed line-item budget including a detailed description of each budget item as well as an estimated cost for the item. Completed budgets should be submitted to [agsm@unm.edu](mailto:agsm@unm.edu) in PDF format with the filename as follows: Lastname\_STG18Budget.pdf
- 3.) A letter of recommendation from a UNM faculty member. The letter of recommendation should reinforce the student's academic/career goals as well as how participating in the relevant summer activity will help the applicant achieve those goals. The letter of recommendation should be submitted by your reference, independent of your application, to [agsm@unm.edu](mailto:agsm@unm.edu) with the applicant's name included in the subject line.

## **Grant Awarding Process:**

- 1.) A panel of at least three graduate music students will vet the submitted applications for the following criteria: appropriate essay length, anonymity in essay text, presence of line-item budget, acceptability of costs included in budget, and presence of letter of recommendation. Any applications which do not meet the criteria as described in the instructions shall be voided. The panel will consist only of students who have not applied.
- 2.) A faculty panel of at least three UNM music faculty members will read the eligible application essays and budget sheets, with all identifying information removed, and score them according to the attached score-sheet.
- 3.) Up to five of the highest scoring applications will be chosen by the faculty to receive an award. Fewer than five applications may be chosen at the faculty's discretion.