

# AVPA Student Travel Grant

## Purpose

In order to support undergraduate and graduate students with their research and career goals, the AVPA offers Student Travel Grants to aid students' participation in arts-related conferences, workshops, presentations, performances, and exhibitions. Grants will be awarded based on the quality of the application, letter of support, and the availability of funds. Priorities will be given to students who volunteered at AVPA events.

## Award Details

The AVPA will provide three-tiered funding opportunities.

- 1) Educational Travel Grant: Up to \$500 may be used for research-related travel, participation at conferences and workshops. This grant is for a maximum of 12 months' use. Any unused funds must be returned to the AVPA at the end of the grant period.
- 2) Competitive Presentation Grant: Up to \$800 may be used for single-authored presentations, performances, and exhibitions at a juried venue. This grant is for the use of the specific venue. Any unused funds must be returned to the AVPA after the trip.
- 3) Collaborative Presentation Grant: Up to \$1,200 may be used for presentations, performances, and exhibitions by two or more students at a juried venue. Only one grant will be given per collaborative project. Any unused funds must be returned to the AVPA after the trip.

## Eligibility

Texas A&M University undergraduate and graduate students are eligible to receive the AVPA Student Travel Grant. Students must be in good standing with the University. The AVPA Director and the AVPA Advisory Board will adjudicate grant applications.

## Proposal Requirements

Proposals must demonstrate:

- 1) The significance of the project;
- 2) Significant educational and career impacts for the applicant; and
- 3) Expected outcomes of the trip.

## Application

All proposals must be submitted electronically in PDF format to the AVPA Program Coordinator (avpa@tamu.edu). Two or more PDFs must be combined into a single file. Proposals must include:

## ACADEMY FOR THE VISUAL & PERFORMING ARTS

- 1) **Cover Sheet:** The AVPA Student Travel Grant Cover Sheet, including the appropriate department support signature.
- 2) **Project Description:** A description about the proposed project and/or the venue, addressing the proposal requirements. Please provide a link to the venue being attended. For collaborative grants, each participating student must provide an individual narrative addressing point 2 above for themselves.
- 3) **Letter of Support:** An official letter from a faculty advisor explaining the significance of this travel on the applicant's educational and career goals.
- 4) **Involvement with the AVPA:** Include any volunteer work you have contributed to the AVPA and/or shows that the applicant(s) have attended and the impact these artists had on his/her education. Volunteer work is strongly encouraged. The AVPA office maintains a list of volunteers, if you are interested in volunteering for the AVPA, please email the Program Coordinator ([avpa@tamu.edu](mailto:avpa@tamu.edu)).
- 5) **Budget:** Provide a laid out budget, including an explanation/justification of funds. Matching funds, if applicable, should also be listed clearly in the budget.

### **Schedule**

The AVPA accepts applications on a continuous basis. All applications must be submitted four weeks before the travel date. Funding will not reimburse expenses that already occurred. Applications determined to be ineligible or incomplete will not be considered for funding.

*Notification of awards and grants:* Four weeks after the submission date.

### **Grant Report**

Within four weeks after completing the trip, all recipients are required to provide a report with the following information.

- 1) Itemized expense report;
- 2) Description of the experience and educational and career impacts for the applicant.

Any student who fails to comply with this requirement will not be eligible for future grants.

Academy for the Visual & Performing Arts  
Student Travel Grant Cover Sheet

Name of Applicant: \_\_\_\_\_ UIN: \_\_\_\_\_

Degree Currently Seeking: \_\_\_\_\_ Dept: \_\_\_\_\_

Have you received this grant in the past?      Yes      No

If the above answer is "Yes" please provide date and amount awarded: \_\_\_\_\_

Name of Workshop/Conference: \_\_\_\_\_

Title of Presentation (if applicable): \_\_\_\_\_

Location: \_\_\_\_\_ Dates of Travel: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Support Signature

\_\_\_\_\_  
Date

Submit completed application (Project Description, Involvement with AVPA and Budget)  
electronically as a PDF to AVPA Program Coordinator ([avpa@tamu.edu](mailto:avpa@tamu.edu)).

Academy for the Visual & Performing Arts  
Student Travel Grant Cover Sheet

**Check List for a Completed Application:**

- Completed **AVPA Student Travel Grant Cover Sheet**
- **Project Description:** A short abstract that describes the proposed travel and the significance to the student's education/career goals. Please include a link to the conference/workshop being attended.
- **Letter of Support:** An official letter from a faculty advisor explaining the significance of this travel on the applicant's educational goals.
- **Involvement with the AVPA:** Include any volunteer work you have contributed to the AVPA and/or shows you have attended and the impact these artists had on your education. Volunteer work is strongly encouraged for applicants. The AVPA office maintains a list of volunteers, if you are interested in volunteering for the AVPA please email the Program Coordinator ([avpa@tamu.edu](mailto:avpa@tamu.edu)).
- **Detailed Budget:** Provide a clearly laid out budget including an explanation/justification of funds. Matching funds, if applicable, should also be listed clearly in the budget. This will include all your expenses for your travel even though the AVPA support is for \$500 maximum.

**\*Incomplete applications will not be considered.**

# TRAVEL

## BUDGET WORKSHEET

Name: \_\_\_\_\_

Location: \_\_\_\_\_

### EXPENSES

	Amount
Airfare	
Baggage Fees	
Rental Car	
Taxi/Uber	
Shuttle	
Hotel / Lodging	
Food	
Miscellaneous	
Other	

TOTAL ESTIMATED COST: \$ \_\_\_\_\_