

**SAAB Application
Program & Conference Grant**

Program & Conference Grant applications are due on a rolling basis to the SAAB/ASLC mailbox (MSC #140) each Monday by 4:00pm.

With the Program & Conference Grant, the Student Academic Affairs Board (SAAB) supports students who are participating in, or presenting at conferences or outside educational programs that combine current campus-wide issues and college curriculum and generally enhance the academic environment at Lewis & Clark. These conferences and programs need not directly apply to one's major.

N.B. Students planning to host a program or conference should apply for funding through Finance Committee.

If you have any questions, please contact the SAAB Grant Director at saabgrants@lclark.edu, or see posted office hours. SAAB is funded by the Associated Students of Lewis & Clark (ASLC). Check out our website for more information: www.lclark.edu/org/aslc/saab.html.

Please ensure that you have answered all the questions and received all necessary signatures, and only turn in your grant when you have all components. The board will not review your grant otherwise.

Information

Applicant _____
Phone, MSC, e-mail _____
Student ID # _____
Date(s) of Visit _____
LC Project Advisor _____
Expected Graduation Date _____

Signatures (print)

Applicant* _____
Project Advisor _____
SAAB Member _____
SAAB Member _____
Registrar _____

* Your signature above constitutes a contractual agreement between yourself and SAAB that all funds will be used for the express purpose of completing the final project. By signing this form you agree to complete a Final Report and turn in all receipts to the SAAB Grant Director. Your signature also signifies consent to allow the Registrar to verify your academic standing with SAAB.

Procedure

- 1) We recommend that you meet with the SAAB Grant Director at least four weeks before the program/conference to discuss your application. This can be an informal meeting, and allows for the Grant Director to guide you through any potential problems with your grant.
- 2) Meet with your project advisor (must be an employee of the Lewis & Clark College) to discuss your project. At this time you must receive his/her support and signature and ensure that they will be providing a letter of recommendation for your application.
- 3) You must meet with two SAAB representatives (this includes the one(s) that you met with at the beginning of the semester) with a complete draft of your application for revision. This must occur at least two weeks before you plan to submit your application. These representatives must sign your application before it can be submitted. SAAB representatives can only sign applications that merit full funding. In other words, if the representative doesn't believe that your application should receive full funding, then they can't sign it. Because of this, it is of utmost importance that enough time is budgeted to receive feedback and make changes on your application before it is due. **SAAB representatives are not required to make time to review applications after the two-week deadline.**
- 4) Receive the signature of the registrar to verify that you are in good academic standing (2.00 GPA or higher). Allow a full working day for the registrar to sign your application. Be sure to provide photo identification when picking up your signed application. If multiple students are submitting the same application, then each student must turn in a completed signature page (the first page of this application) with the submitted grant.
- 5) **Turn in your completed grant to the SAAB/ASLC mailbox (MSC #140), and send a confirmation email to saabgrants@lclark.edu with a digital copy of your grant materials.** Your grant is due the week *before* the date when you expect to present. If SAAB has a queue of grants to hear, your presentation could occur 1-3 weeks after your application is submitted. Due to this possibility, it is in your interest to turn your grant in as soon as possible.
- 6) Formal presentations are required of all grant applicants. The SAAB Grant Director will contact you with a presentation date after your application has been received. Your presentation is, in many ways, as important as the grant itself so prepare in advance and dress professionally. You will have 7 minutes to tell the board about your scholar, express your enthusiasm for how the presence of this person will enrich the academic experience of yourself and your fellow students, and to address any weaknesses you feel may be perceived in your grant application. Your presentation will be followed by a Q&A session with the board. Power Points or other visual aids are encouraged.
- 7) You are required, if funded, to make a presentation of some kind to the Lewis & Clark community. This has traditionally consisted in a presentation of research, in the form of a paper or poster in addition to informal meetings with other students to discuss the experience of attendance at a professional

conference.

8) If you are funded, final reports are due three weeks after your project/presentation has taken place. The SAAB Grant Director will provide you with the necessary information upon funding.

Application

Your application should include:

- 1) The page with your application information and required signatures (one page per student applying).
 - 2) Detailed answers to the questions on the following page. This part of the application should be at least 3-5 pages in length.
 - 3) A detailed timeline of the event and what events you plan on attending.
 - 4) Two itemized lists of expenditures detailing an optimum (your preferred) and a minimum (the absolute least amount you would need) budget request, within a table clearly displaying the items of the budget and the delineations between the optimum and minimum amounts. Be prepared to justify all items. Remember, SAAB will provide funds for an honorarium up to \$500, but will not fund speaking fees. If you are applying for partial funding for any reason, please include the total amount and the sources from which you would receive additional funding. *Note: not all grants will have an optimum and minimum budget. If this is the case, provide one budget and a short explanation for why there is only one.*
- **Regarding budget items purchased prior to submission of application: if applicant purchases budget items prior to their grant hearing, they do so with the full understanding that the grant may not be funded and this cost will become their personal responsibility. For purchases made ahead of time, applicants may take precautions to ensure that a refund is possible incase grant is not funded (eg. purchasing traveler's insurance for airfare tickets). Premature transactions should only be done for items whose cost may increase significantly if not purchased well in advance.**
- Early submission of grant applications will help to avoid this problem.
- 5) As much as possible, provide proof of the above costs, especially for supplies that have already been purchased. This can include photocopies or printouts of receipts, or online verification. For airline tickets (regardless of whether or not they have been purchased yet), include a printout or screenshot of the website used (Expedia, BestFares, etc.) which verifies you have selected the most competitive price.
 - 6) A letter of recommendation from your project advisor, who must be an employee of Lewis & Clark College, preferably of the College of Arts and Sciences. Letters of recommendation should endorse both the merit of the applicant and the proposed project. These letters are confidential, and should be submitted in a sealed envelope with the advisor's signature across the back to the SAAB/ASLC mailbox (MSC #140), or emailed to saabgrants@lclark.edu.

Applications should look professional, and should be free of typos, spelling mistakes, and grammatical errors. Submissions should be double-spaced, with a header that includes your last name and page numbers. When answering the questions below, each of your responses should be preceded, in bold, by the respective question.

Application Questions

- 1) Please list the name, location, and date(s) of the conference or program you wish to attend. What is the contact information (name, address, e-mail, fax, phone) of the sponsoring group?

- 2) What is the purpose and constituency of the conference/program? How would the experience be academic in nature? What activities (colloquia/presentations, graduate school interviews, etc.) will the conference feature? Please attach any brochures or relevant information to your final application.

- 3) Why would you like to attend this conference, or participate in this program? How did you hear about it? What will you do there (i.e. poster or paper presentation, meet with graduate school representatives, attend presentations, etc.)? What knowledge do you hope to gain? How will your attendance enhance your academic experience at LC?

- 4) The SAAB bylaws read, "SAAB requires its grant recipients to bring their project back to the LC community and encourages them to bring it to the larger global community." Please discuss how you intend to fulfill this. Describe how your project will impact and benefit the greater Lewis & Clark community, both in the short- and long-terms. Also discuss if you have plans to give your project greater exposure on the state, national, or international levels.

- 5) Have you received SAAB funding for this project in the past?

The Final Check!

- completed signature sheet
- followed all formatting guidelines
- answers to application questions
- itemized maximum and minimum budgets
- proof of cost for each item on budget
- proof that you have reserved any spaces on campus necessary for the project/giveback
- recommendation from your project advisor