

**Department Application for Mellon Senior Experience Mini-Grant (2014-15)**

The Mellon Fund for the Senior Experience at Lawrence awards mini-grants of up to $7,000 per academic year to individual departments or programs to enable them to pursue ambitious Senior Experience activities. Mini-grants can be used for group travel, supplies, speaker fees, workshops, and other distinctive programming for students completing Senior Experience requirements. Mini-grants cannot be used for technology purchases (with rare exceptions), research stipends, receptions or parties, or other department expenses. All departments or programs that receive a mini-grant must submit a report on the use of grant funds by the end of the academic year.

Note: Individual students with anticipated Senior Experience project costs in excess of a few hundred dollars should apply for a student mini-grant. Application forms are on the [Senior Experience website](https://www.lawrence.edu/academics/programs/senior_experience).

**How to Apply**

Do the following:

1. Complete this application form. Use the tab key to move between fields, and enter the information requested. Save the completed form as “**deptname**-application.” E-mail it to the Senior Experience Director, Bob Williams, at [robert.f.williams@lawrence.edu](mailto:robert.f.williams@lawrence.edu).
2. For group travel: In your budget, provide anticipated costs for airfare, ground transportation, lodging, meals, and admission or conference fees. For international travel, add $41 per person per month for travel insurance. The Associate Dean of the Faculty will send a packet of forms for participants to complete; signed forms must be returned one month before departure to receive funds. *Note: The grant will not fund travel to a country on the State Department’s Travel Warning list.*

**Deadlines**

Department applications are accepted on a rolling basis. The availability of funds will depend on the number of applications received, so you should apply early, manage your costs, and consider less-expensive options or alternative sources of funding should the award be less than the amount requested.

**Mellon Department Application**

**Date**: Click here to enter a date.

**Name:** Click here to enter text.

**Department or Program:** Click here to enter text.

**Total amount requested**: Click here to enter text.

**Title or name for proposal**: Click here to enter text.

**Provide a brief description of the proposed activities:**

Click here to enter text.

**What role do these activities play in the department’s Senior Experience? How do they help students satisfy the Senior Experience requirement?**

Click here to enter text.

**Provide a timetable for the activities. List steps and deadlines.**

Click here to enter text.

**Provide a budget of requested expenses (travel, supplies, speaker fees, etc.).**

Click here to enter text.

**What would you do if you are awarded less than you request? How would you adjust the activities?**

Click here to enter text.

**Have you applied for other sources of funding for these activities? Please describe and include the amounts requested**.

Click here to enter text.