

**Department Application for Mellon Senior Experience Mini-Grant (2013-14)**

The Mellon Fund for Senior Experiences 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 help fund workshops, speaker fees, group travel, and other distinctive programming for groups of seniors completing Senior Experience requirements. In general, mini-grants do not provide funds for general-use equipment (such as computers), entertainment (such as receptions or picnics), or expenses that would be required of any student completing a given major or living on campus during the project period. All departments or programs that receive a mini-grant must submit a report on the use of the grant funds by the end of the academic year.

Note: Students with anticipated Senior Experience project costs over $300 should consider applying for a student mini-grant. Applications 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. Be concise and specific. Save the completed form as “**programname**-application.” E-mail your application 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 month per person for travel insurance. The Associate Dean of the Faculty will send a packet of forms for participants to complete; original signed forms must be returned to the Dean of Faculty Office one month before the trip for funding to be released. *Note: The grant will not fund travel to a country on the State Department’s Travel Warning list.*

**Deadlines**

Program applications are accepted on a rolling basis. The availability of funding will depend on the number of student and program 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/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/program Senior Experience? How do they help students’ satisfy Senior Experience requirements?**

Click here to enter text.

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

Click here to enter text.

**Provide a budget of requested expenses (speaker fees, materials, group travel, 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.