

# CBMR Travel Grants

## *Terms of Awards*

- ◆ Grant recipients must accept or decline the offer of an award within 4 weeks of notification of the award. The residency at the CBMR and the completion of the proposed project must take place within 7 months of the notification date.
- ◆ Upon completion of the project, the grant recipient must file a brief report that (1) reports expenditures of grant funds in accordance with the proposal budget and (2) discusses the results of the grant project.
- ◆ All publications, programs, or other items that result in part or in their entirety from the travel grant must include this statement: "This [publication/performance/project] was supported in part by a Perkinson Travel-to-the-Collections Grant awarded by the Center for Black Music Research of Columbia College Chicago."
- ◆ Copies of all publications, performance programs, sound recordings, or other materials that result from the travel grant must be filed with the CBMR Library and Archives.

## *Criteria for Selection*

- ◆ Is the project viable for publication or performance?
- ◆ Will the project significantly contribute to knowledge in the field?
- ◆ Can the project be supported by the CBMR collections?
- ◆ Is the project budget appropriate?
- ◆ Does the applicant live more than 100 miles outside Chicago?

## *Project Budget*

A maximum of \$1,000 may be requested to support transportation and subsistence expenses. Please use only the budget form provided at the end of the application form. Grant recipients are responsible for making their own travel and lodging arrangements.

## *Application Deadlines*

Applications are accepted twice yearly and must be postmarked or received by the deadlines listed below.

Application Deadline	Notification Date	Project Completion Date
September 1	October 15	May 15
February 1	March 15	October 15

## *Instructions for Applying*

Complete the application form and fax it to the CBMR at (312) 369-8029 or mail it to

CBMR Travel Grants  
Center for Black Music Research  
Columbia College Chicago  
600 S. Michigan Avenue  
Chicago IL 60605-1996



# CBMR Travel Grants Application Form

Applicant Name (last, first, middle) \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Telephone (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Fax \_\_\_\_\_

E-mail address \_\_\_\_\_

Current Position \_\_\_\_\_

If a student, please indicate degree program, institution, and name of project advisor

Title of Project

The product that will result from this research is a

\_\_\_ performance

\_\_\_ journal article or conference paper

\_\_\_ book

\_\_\_ other \_\_\_\_\_

The projected date of the performance or publication is \_\_\_\_\_

Total Amount Requested \$ \_\_\_\_\_

Please answer all questions in the space provided; do not attach additional pages of narrative. Use the budget form to justify the amount of your request.

Describe your project and explain its history, nature, scope, and current status.

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State the importance of the project.

State the completion date and identify the expected outcome of the project; cite anticipated publications, papers, or performances.

List the CBMR Collections that will be pertinent to your project and state how they will be used to further or complete it. Descriptions of CBMR Collections are available at <http://www.colum.edu/cbmr>.

If the proposed project will take less than five days to complete, then specify additional study or research objectives that you will undertake to complete the full five-day residency. Additional study must use the resources of the CBMR.

List your scholarly publications, presentations, or performances within the past three years or name two individuals who can provide a professional assessment of your ability to complete the project as described.

# CBMR Travel Grants

## Project Budget

Funds may be used only for travel expenses for the 5-day residency at the CBMR in Chicago, including cost of transportation, lodging, and subsistence. Travel grants will not be awarded to support travel to Chicago of less than 100 miles. Funds may be requested in these categories only.

### *Travel*

Roundtrip Airfare/Trainfare  
From \_\_\_\_\_ to Chicago \$ \_\_\_\_\_

Mileage (if driving)  
\_\_\_\_\_ miles @ \$0.375/mile \$ \_\_\_\_\_

Incidental Travel  
Taxi \$ \_\_\_\_\_  
Parking \$ \_\_\_\_\_  
Public Transportation \$ \_\_\_\_\_  
\$ \_\_\_\_\_

Travel Subtotal \$ \_\_\_\_\_

### *Subsistence*

Hotel  
\_\_\_\_\_ nights @ \$ \_\_\_\_\_/night \$ \_\_\_\_\_

Meals  
\_\_\_\_\_ days @ \$ \_\_\_\_\_/day \$ \_\_\_\_\_

Subsistence Subtotal \$ \_\_\_\_\_

***Total Request*** (\$1,000 maximum) \$ \_\_\_\_\_