

Mellon Cluster Programming Catalyst Grant Application

1. Name of grant author/contact:

2. Email address of grant author:

3. Cluster(s)/program/department participating in the event/program (please list all units involved):

4. Name of the Cluster Director providing a letter of endorsement

5. Title of event/program:

6. Provide a description of the event/program, including what, exactly, the event/program entails (e.g., invited speakers, faculty talks, dinners, receptions, seminars, etc...):

7. What are the goals/purposes of the event/program?

8. How will the event bring visibility to the Mellon cluster(s), University, TGS, and the Program/Department?

9. How will this advance the education/training/development of graduate students? Please be detailed about how graduate students will benefit.

10. How many graduate students are estimated to be involved, from which programs, and in what capacity(ies) (organizers, attendees, speakers, etc... ?) *Please note that graduate students are not to receive direct payments from Catalyst Funds.*

11. What percentage of total participation will graduate students will represent? (For example, is it anticipated that half of the participants will be graduate students?)

12. Describe how and in what venues TGS will be mentioned as a sponsor (awardees must work with TGS on marketing/publicity and provide a short summary of program success):

13. Is this an already existing program?:

Yes

No

- If yes, for how long has this program/event been offered?:
- If yes, how was this event funded in the past and why is TGS funding now required?:
- If yes, has this event/program received TGS funding in the past?

14. Would partial funding be acceptable if full funding is not possible? If so, what is the minimum funding amount required?

15. If this will be a regularly occurring event/program, what are the sources for ongoing financial sustainability and support?

Budget Worksheet

For general guidelines about acceptable rates/expenses, please visit the Northwestern University Financial Operations Travel & Entertainment Policies webpage: <http://www.northwestern.edu/financial-operations/policies-procedures/travel/>

Event Name	
Event Date(s)	

Expense	Explanation of/justification for expense	Amount
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AIR/GROUND TRAVEL FOR VISITORS

List costs for each individual visitor; space is provided for up to four. If you need more space, use the notes section to explain that costs are for multiple visitors and specify how many visitors.

Item	Description	Cost
Roundtrip airfare		
Airport transportation		
Mileage		
Other transit		
Roundtrip airfare		
Airport transportation		
Mileage		
Other transit		
Roundtrip airfare		
Airport transportation		
Mileage		
Other transit		
Roundtrip airfare		
Airport transportation		
Mileage		
Other transit		
TRAVEL EXPENSES TOTAL:		\$ -

LODGING

List the nightly rate and number of nights in the explanation column. Enter a line for each individual who requires lodging. If multiple individuals require lodging, indicate the number and cost per night.

Item	Description	Cost
Lodging (list type, rate, # of nights in notes)		
Other lodging expenses		
Lodging (list type, rate, # of nights in notes)		
Other lodging expenses		
Lodging (list type, rate, # of nights in notes)		
Other lodging expenses		
Lodging (list type, rate, # of nights in notes)		
Other lodging expenses		
LODGING EXPENSES TOTAL:		\$ -

FOOD

If more than half of the total budget is for food/drink, the application will not be considered.

Description (lunch, dinner, Hors d'oeuvres, beverages)	Per person fee and total # of guests	Cost
FOOD/LIVING EXPENSES TOTAL:		\$ -

MATERIALS

List any costs for books, software, etc.

Item	Description	Cost

RESEARCH MATERIALS TOTAL:	\$ -
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EVENT COSTS
List any costs for room rental, staffing, etc. There is generally no charge for Northwestern space. If there is a cost for a campus space, provide additional explanation.

Item	Description	Cost
SUPPLIES/EQUIPMENT TOTAL:		\$ -

SERVICES
List all honoraria, speaker fees, speaker gifts, or other compensation for services.

Item	Description	Cost
SERVICES TOTAL:		\$ -

MISCELLANEOUS COSTS

Item	Description	Cost
MISCELLANEOUS TOTAL:		\$ -

FUNDING ALREADY SECURED
List all funding already requested and secured.

Source (school, department, etc.)	Amount
SECURED FUNDS TOTAL	\$ -

FUNDING REQUESTED
List all funding requested but not yet secured (from sources other than TGS). If known, include details about when request was made and when you expect a response.

Source (school, department, etc.)	Amount
REQUESTED FUNDS TOTAL	\$ -

TOTAL PROGRAM COSTS	\$ -
TOTAL FUNDS ALREADY SECURED	\$ -
TOTAL FUNDS REQUESTED FROM THE GRADUATE SCHOOL	\$ -
TOTAL FUNDS REQUESTED FROM OTHER SOURCES (NON-TGS)	\$ -
BALANCE (deficit or surplus resulting from total funds secured/requested minus costs)	\$ -