

San Francisco Conservatory of Music Student Professional Development Fund Guidelines

I. Overview

The Student Professional Development Fund (SPDF) provides financial resources to students for special expenses that directly enhance their professional development. Students may apply for grants to underwrite specific professional needs such as entrance fees and expenses for professional auditions and competitions.

- Awards are based on each student's demonstrated financial need and the importance of the request to the student's academic and professional development.
- Grants range from \$100 to \$500.
- Awards will be administered as reimbursements and/or payments directly to vendors.
- ***Student must submit post-project reports.***

II. Guidelines

Procedure

- Download the application form at: <http://www.sfcm.edu/current/current.aspx> or pick one up in the Dean's Office, Room 208.
- **October 15 and February 15: Deadline for submitting application**
- Applications must be typed, Times New Roman, 12 pt. font
- Applications must be turned in to the Dean's Office, Room 208
- **November 15 and March 15: Grant awards announced**

Application

- Project activities should be completed within 12 months of the grant award.
- Fund requests must be submitted prior to the **completion** of the project. No requests will be accepted retroactively, **but students may apply for reimbursement of application fees.**
- Grant requests must include an itemized budget including the specific dollar amount requested.
- Funds must be spent as described in the grant request; funds not spent for the purpose described in the application must be returned.
- Expenses for auditions and application to graduate school are not eligible for funding consideration.

Reimbursement

- Receipts must be submitted to the Office of Student Life, Room 208.

Application form for Student Professional Development Fund

1) Name of student applicant :

Phone and e-mail:

2) Purpose of Request:

- Professional Audition (Auditions for entrance into collegiate programs not applicable)
- Competition: Please include a copy of application
- Recording-Type
- Equipment
- Other (*please explain*)

3) Brief description of the project

4) Amount of Request: Please provide a copy of expense receipts and/or quotes

	Description of expenses including vendor information	Expense \$ amount	Applicant's Contribution	Request of SPDF
<input type="checkbox"/> Travel expenses				
<input type="checkbox"/> Hotel				
	Number of nights:			
<input type="checkbox"/> Entrance Fee				
<input type="checkbox"/> Recording costs	Please itemize all costs below			
	1)			
	2)			
	3)			
	4)			
<input type="checkbox"/> Misc.				
	Totals			

If you receive only partial funding will you be able to follow through with the plans you have described in this request? Yes No

5) Project Timeline:

Signature of applicant:

Signed

Date

Signature (s) of applicant's studio teacher :

Signed

Date

For review panel: Date received _____