2017 NCPTW Travel Grant Application Checklist

Use this checklist to ensure that you have completed all required sections and are prepared to submit all required materials for your application. Incomplete applications will not be considered.

- Applicant information, Sections 1-5
- Brief cover letter to the grant committee
- Application essay
- La Beca self-identification in Section 7, if applying for a La Beca grant

Submit the letter and essay along with this completed application form as a single attachment (Microsoft Word or Rich Text Format) to ncptw.travel@gmail.com by the JUNE 15th deadline (extended from May 22).
2017 NCPTW Travel Grant Application

The National Conference on Peer Tutoring in Writing is making available up to $7500 this year to fund peer writing tutors who are traveling to present their research at the 2017 NCPTW conference at Hofstra University, October 12-15, 2017. The application deadline is May 22, 2017. Grants will be awarded at the conference, and winners will be recognized in the conference program.

Overview
Individual high school, undergraduate, or graduate student peer tutors who have proposed a conference presentation (poster, individual paper, workshop, or other) may apply for ONE of the two grants listed below (not both), provided all qualifications for the grant are met. Only applicants who are accepted to present at the conference will be eligible to receive a grant.

Limitations
- Applications will be accepted from individual peer tutors only; no group or team applications will be accepted.
- Incomplete applications will not be considered.
- Applicants should have undergraduate or graduate peer tutor status during the Spring 2017 or Fall 2017 semester. Applicants who will not have peer tutor status during Fall 2017 must provide a note of explanation in the cover letter.
- Applicants must not be employed as a professional (faculty, staff, part-time director/assistant director, etc.) during the Fall 2017 semester.

Grants
Tutors may apply for one of two grants listed below. The final grant amounts will be determined by the committee.

**Burkean Parlor Grants: up to $500 each.** This grant supports tutors who are making significant contributions to the local, regional, or (inter)national scholarly conversation about peer tutoring through their daily practices and reflections on that practice; through mentoring and/or administrative duties in their home writing centers; through presentations at conferences or elsewhere; through research and publication; or in other ways. In their application letters, applicants for a Burkean Parlor Grant must address how they are contributing to the conversation about peer tutoring. Grants of up to $500 will be awarded in this category. Lower amounts may be awarded based on the applicant pool and availability of funds.

**La Beca Grants: up to $500 each.** This grant supports tutors who are contributing in significant ways to writing center pedagogy and theory and are from institutions that are typically underrepresented at NCPTW conferences, including historically black, Hispanic-serving, or tribal colleges and universities; secondary schools and two-year colleges; and schools for the blind or deaf. The grant may also support tutors traveling to the conference from outside the U.S. and tutors from historically underrepresented groups, including LGBTQ tutors, tutors with a disability, and tutors who self-identify with one or more of the following races/ethnicities: American Indian or Alaskan Native; Asian; Black or African American; Mexican American, Puerto Rican, other Latino/a; Native Hawaiian or Other Pacific Islander. The purpose of this grant is to facilitate the inclusion of a range of diverse voices and perspectives at our conference, and to support the travel of tutors who might not otherwise be able to attend. Applicants must indicate their eligibility on the application form to be considered for this grant. Grants of up to $500 will be awarded in this category. Lower amounts may be awarded based on the applicant pool and availability of funds.

Additional Grant Opportunity
**Registration & Grub Grants.** These smaller grants cover the cost of registration with a little left over for a nice dinner during the conference. All applicants who are not selected for one of the larger grants will become eligible for one of the R&G Grants. Applicants may not apply directly for a Registration & Grub grant.

**Application Process**
To apply, complete the application form below (complete ALL applicable sections) and e-mail it (MS Word or rich-text format—no PDFs, please), along with the letter of application and the application essay, as a single attachment to ncptw.travel@gmail.com.

**The deadline for applications is May 22, 2017 by midnight, Pacific Time.**
Application for NCPTW 2017 Travel Grant

Burkean Parlor applicants must complete sections 1-6. La Beca applicants must complete sections 1-7.

1. Selection of Grant. Applicants may apply for either the La Beca Grant or the Burkean Parlor Grant BUT NOT BOTH. Applicants who are not chosen for a Burkean Parlor or La Beca grant will then be considered for a Registration & Grub Grant. Select the grant you are applying for:

___ I wish to be considered for a La Beca Grant (you must self-identify in section 7 to be considered for this grant)
___ I wish to be considered for a Burkean Parlor Grant

2. Applicant Information

Name: ____________________________________________________________

Address: ________________________________________________________

Phone: _________________________________

E-mail: ________________________________

Institution: _______________________________________________________

Check the one that applies to you:  ____ high school  ____ undergraduate  ____ graduate student

Will you have peer tutor status (high school, undergraduate, or graduate student) in Spring 2017 and/or Fall 2017? If you will not have peer tutor status in the fall, you must include a note of explanation in your cover letter.

___ yes, I have peer tutor status in Spring and/or Fall 2017  ____ no, I do not

Have you attended an NCPTW conference in the past?  ____ yes  ____ no

3. Reference/Mentor. All applicants must identify a mentor who is familiar with the applicant’s work in the writing center, preferably the applicant’s writing center director or assistant/associate director.

Name of mentor: _____________________________

E-mail: _____________________________

Institution: ________________________________

Relationship to Applicant: ________________________________

4. Conference Presentation Information & Proposal

Are you presenting individually, or are you co-presenting with another tutor(s)/faculty member(s)? __________________

Authorship of the conference proposal:  __ Proposal was authored individually by the grant applicant
__ Proposal was authored collaboratively by the grant applicant and other presenter(s)
__ Proposal was authored by another person (WC director, for example)

Title of presentation: _____________________________

Insert the FULL conference proposal below (abstract + longer proposal):

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
5. **Budget.** All applicants must provide a detailed budget in two sections: **Expenditures** and **Available Funding.**

Items that should be included as **expenditures** are (1) Travel costs (airfare, parking, taxi, train, bus, etc); (2) lodging (hotel charges must reflect the applicant’s costs only, so if the applicant is splitting a room with three other tutors, the amount must reflect only the 25% share of the total; the projected cost of one room for this conference is $179+tax per night); (3) per diem (figure $30.00 per day, including travel days, for meals); (4) conference registration ($95.00 for tutors); (5) mileage for personal vehicle, if any (figure $.30 per mile to location and back); (6) materials (for example, if you paid out of pocket to print a research poster for the conference, include that amount here, as well).

Items that may be included as **available funding** are (1) grants from other sources; (2) institutional funding; (3) the applicant’s personal funds; and (4) other funding.

**Applicants should list in the budget worksheet below only funds they know will be available to them.** Applicants who anticipate funding but do not know for certain whether that funding will be available should add a note of explanation* below the budget and include anticipated amounts there.

Provide your detailed budget below. If the amount is zero, indicate by typing a 0 in the blank.

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Available Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel:</td>
<td></td>
</tr>
<tr>
<td>$______</td>
<td>Grants:</td>
</tr>
<tr>
<td>Lodging:</td>
<td></td>
</tr>
<tr>
<td>$______</td>
<td>Institutional Funding</td>
</tr>
<tr>
<td>Per Diem (total):</td>
<td>$______</td>
</tr>
<tr>
<td>$______</td>
<td>Personal:</td>
</tr>
<tr>
<td>Registration:</td>
<td>$100.00</td>
</tr>
<tr>
<td>$______</td>
<td>Other:</td>
</tr>
<tr>
<td>Mileage:</td>
<td>$______</td>
</tr>
<tr>
<td>Materials:</td>
<td>$______</td>
</tr>
<tr>
<td>$______</td>
<td>Total Funding:</td>
</tr>
<tr>
<td>Total Expenditures:</td>
<td>$______</td>
</tr>
</tbody>
</table>

*Note of Explanation about Additional Potential Funding: ____________________________________________________________

6a. **Additional Application Materials.**

**Letter of Application.** Write a brief letter of application (around 300 words), addressed to the 2017 NCPTW Travel Grant Committee, in which you introduce yourself to the committee and provide some context for your work as a peer writing tutor. Include this letter after the last page of this application.

**Application Essay.** Write an application essay (maximum of 1000 words) in which you respond to one or more questions in the following prompt:

This year’s conference theme focuses on reaching out and asks conference presenters to consider the various ways writing centers connect with stakeholders on our campuses, in cyberspace, and through research. As peer writing tutors, you also reach out to those you come into contact with every day in your writing centers—students and other peer tutors.

How do you (individually) encourage and contribute to the writing and collaborative learning community within your center, studio, etc? How should writing centers, studios, etc. encourage and support collaborative learning communities, writing communities, communities of peer mentors within the writing center, studio, etc., and/or outside of it?

**OPTIONAL: Suggested prompt for 2018 grant application.** Each year the NCPTW travel grant committee will ask applicants to respond to a new prompt. If you have suggestions for a prompt for next year’s travel grant process, please provide your suggested prompt here:

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________
7. La Beca Grant Self-Identification. In order to apply for the La Beca Grant, you must self-identify as belonging to one or more of various underrepresented groups; OR self-identify as working in a writing center that represents one or more of various underrepresented types of institutions; OR self-identify as traveling to the conference from outside the United States. Please do so below by selecting all that apply:

___ I self-identify with one or more of the following races/nationalities/ethnicities: American Indian or Alaska Native; Asian; Black or African American; Mexican American, Puerto Rican, other Latino/a; Native Hawaiian or Other Pacific Islander; or indicate other/combination, etc: ______________________________

___ I self-identify as LGBTQ.

___ I am a person with a disability.

___ I will be representing an institution in one or more of the following categories: historically black or Hispanic serving college or university; tribal college; school for the blind or school for the deaf; secondary school; two-year college; other: ______________________________

___ I will be traveling to the conference from outside the contiguous United States.

___ other that’s not listed above: ________
Insert cover letter here
Insert application essay here