CHAMBER GROUP APPLICATION
Professional Development Committee (PDC)

Instructions:

1. Complete the application form, making certain to indicate any previous funding from the PDC.
2. Prepare a proposal including a description of the opportunity and its importance in your career.
3. Include budget information for your project. This should include expenses related to the experience (**no per diem or food allowance**).
4. Attach a letter of support written by your coach or advisor. Your coach/advisor may also send this directly to academicaffairs@esm.rochester.edu. Please notify your coach/advisor of your request in a timely manner so the letter can also be submitted by the given deadline.
5. Save the completed application as a **PDF (Chamber Group Name)** and send as an e-mail attachment to academicaffairs@esm.rochester.edu.
6. Incomplete applications will not be considered. Be sure all required items are included.

Schedule and Funding:

1. For the 2023-24 academic year, the PDC deadlines are as follows: Oct. 1, Nov. 1, Dec. 1, Feb. 1, Mar. 1, Apr. 1, May 1, and June 1, as long as funds are available (see attached schedule). An email announcement will be sent several weeks before each due date. Decisions made by the committee will be announced via email.
2. Chamber groups approved for funding MUST submit receipts within 45 days following the event or experience to academicaffairs@esm.rochester.edu and will be reimbursed up to the level specified by the PDC.
3. Retroactive applications **may not** be submitted. Your application for funding must be submitted prior to the date the activity will occur.
4. Chamber groups may only be funded one time during the fiscal year (July-June). From year to year, priority will be given to groups requesting PDC funding for the first time. If a chamber group member received PDC funds as an individual in any given year, the group is still eligible for group funding in the same year.
5. Applicants who need a collaborative pianist to attend an event should advise their accompanist to submit a separate proposal and application. The PDC will consider the applications jointly.
6. Everyone in your group must be a full-time, matriculated student in a degree program in order to be awarded funding. Projects for the summer following degree completion will not be eligible. Alumni are not eligible for PDC funding.
7. Reimbursements for travel and registration costs may only be made for expenses incurred directly by the funding recipient. Expenses that were not paid for directly cannot be reimbursed and payments to other individuals cannot be reimbursed.

   Activities supported by the PDC:

   - Presenting a paper at a regional, national, or international conference
   - Presenting a workshop/clinic/masterclass at a state/national conference or significant venue
   - Competing in an advanced round of a competition
   - Events where student composers premiere their works

   Activities _not_ supported by the PDC:

   - Attending a conference (without presenting)
   - Participating in a summer festival
   - Taking an elective course/workshop
   - Performances by student ensembles, larger than chamber music groups
   - Volunteering opportunities
   - Performance of a guest artist
   - Commissioning of new works

Submission Deadline	Applications accepted for activities occurring in:
October 1, 2023	October 2023 November 2023 December 2023 January 2024 February 2024
November 1, 2023	November 2023 December 2023 January 2024 February 2024 March 2024
December 1, 2023	December 2023 January 2024 February 2024 March 2024 April 2024
February 1, 2024	February 2024 March 2024 April 2024 May 2024 June 2024
March 1, 2024	March 2024 April 2024 May 2024 June 2024
April 1, 2024*	April 2024* May 2024* June 2024*
May 1, 2024*	May 2024* June 2024*
June 1, 2024*^	June 2024* July 2025^ August 2025^ September 2025^

*should the PDC reach the limit of its funding before the end of the fiscal year, applications will be closed for the remainder of the fiscal year (through June 30)

^applications for activities beginning in the first three months of the new fiscal year (beginning July 1) will always be accepted and reviewed at the June 1 deadline

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Group Name: _____   Date of application: _____

Group Contact Person: _____   URID: _____

Email: _____   Phone: _____

Group Members:

Name:	Name:
Name:	Name:
Name:	Name:

How long have you been together as a group? _____

Name of faculty member writing letter of support:_____

Date(s) of the opportunity for which funding is requested: _____

Total amount of funding requested (insert budget where indicated below): _____

Name or brief explanation of the opportunity for which funding is requested (insert in text box below):

Have you previously received PDC funding as a chamber group?   ____ YES ____ NO

If yes, please list every occurrence of funding in the table below. Please complete the table with all dates, projects, and amounts granted.

Dates	Project	Amount Granted

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Chamber Group Name: _____ Date: _____

Name of proposed project or event: _____

Type your proposal here:

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Provide a detailed listing of your proposed budget:

Airfare:	
Lodging:	
Registration fees:	
Local transportation:	
Mileage or Gas:	
Other:	
Other:	
Other:	
Other	
Total estimated expenses:	

* Please note, food/per diem will NOT be funded. Please do not list this in your budget or submit receipts.