**Paul & Florence Kinnamon Travel Fund**

**Application Guidelines**

The Paul and Florence Kinnamon Travel Fund (PFTF) supports travel expenses for members of the Mars Hill College faculty who are engaged in scholarly research projects leading to the publication of nonfiction books and articles. Funds may not be used for presentations at conferences, profitable or commercial ventures, and/or curriculum development (textbooks). The fund’s larger purpose is to acknowledge the importance of scholarship as an integral part of teaching and learning and to encourage the kinds of scholarly research, writing, and publication that enhance the college’s reputation for academic and professional excellence. The fund is named in honor of and as a memorial to the founding donors’ parents, who generously supported their children’s own academic and scholarly training and careers.

Projects receiving funding must:

* be scholarly in purpose and content;
* require travel to libraries, archives, or similar resources not easily accessible from Mars Hill, NC; and
* be of a nature that publication is likely.

Other awards (including FERC grants) may be held concurrently. Only three (3) PFKF awards (and only two (2) in consecutive years) may be made for the same project.

PFKF awards are to be considered supplementary to and wholly distinct from FERC grants and must not be used to reduce other funds available to FERC nor can PFKF awards be considered as substitutes for any FERC grants.

The names of award recipients and descriptions of their projects will be sent to the founding donors (Rebeccah Kinnamon Neff and Noel Kinnamon) annually.

Recipients of PFKF awards will provide a written report yearly (by May 31 of the granting year) to the Deans Council regarding the publication status of book projects within six years and for articles within three years.

The Deans Council will review applications and make awards. The application deadline for funds that will be used during the next calendar year (1 June-31 May) is April 1. These reports will be sent to the founding donors annually.

The completed application consists of the following documents:

 1. Application cover sheet

1. Curriculum vitae

 3. Short, narrative description of the proposed activity, including how it will assist you as a scholar-teacher at Mars Hill College

 4. Rationale for the proposed travel budget, and

1. Letters of recommendation from the faculty member’s

 department chair and division dean.

 Criteria for Selection of Proposals

 1. How significant is the project for the enhancement of teaching and learning at Mars Hill College?

 2. Has the applicant developed a realistic research plan with clearly stated and attainable goals?

 3. Is there clear evidence that the travel is necessary to attain the project goals?

 4. Has the applicant provided evidence for the likelihood of publication?

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**Cover Sheet**

1. Name: Signature: \_\_\_\_\_\_\_\_\_

2. Division: Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Department:

4. Proposed Research Activity:

5. Requested Grant Period:

6. Proposed Grant Request Amount:

7. Proposed Travel Budget:

8. Project summary: (approximately 100 words)