J. ALWD Visiting Scholars in Rhetoric & Writing

Grant Application Form

1. Name, Address, and Taxpayer Identification Number of Law School Submitting Grant Application.
2. Proposed Visiting Scholar’s Name and Contact Information. Please attach a copy of the Scholar’s c.v. as well as copies of any scholarship specifically identified in the proposed program of events. (Your attachment(s) may be sent as PDFs via e-mail to the Coordinator.) Indicate whether the Scholar has been contacted and agreed to participate in the proposal if the grant is awarded.
3. Name and Information for the Law School’s Contact Person.
4. If different from the Contact Person, please provide name(s) of Current ALWD Members and Delegates at the Law School.
5. Program Description. J. ALWD Visiting Scholars Grants are intended to further support, strengthen, and encourage scholarship focusing on the study and practice of professional legal writing. To that end, please describe the program of events in which the Law School plans to involve the Visiting Scholar, including the name of the program(s); primary purpose of the program(s); format(s) and structure(s) of the program(s); relevant audiences (with approximate number of attendees); and theme(s). In the description, include all program events, including those related events for which the Law School is not seeking funding. Please be sure to explain how the proposal will achieve the goals of the J. ALWD Visiting Scholars Grants.
6. Proposed Budget. Please specify what resources and funds are to be contributed by the Law School and what resources and funds, if any, will be contributed by other co-sponsoring institutions or organizations. Please substantiate the proposed budget with formal estimates, contracts, or other relevant supporting documentation. Providing a proposed budget ensures that a reasonable investigation of costs has been undertaken. Where applicable, include the following in the proposed budget:
   1. Honorarium
   2. Travel
   3. Hotel or Other Local Accommodation
   4. Meals
   5. Marketing
   6. Meeting Space(s)
   7. Technology
   8. Reception(s)
   9. Other Expenses (Itemize)
7. The Law School must agree to contribute marketing support of the program of events. No particular marketing plan is required, but the law school should indicate what type of publicity any event(s) will receive (for example, website announcements, local advertisements and announcements, invitations (either hard copy or electronic)). Please describe, in as much detail as possible, the marketing strategy and projected marketing materials that will be created and distributed.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person at Submitting Law School

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean of Submitting Law School

Submit the completed application and supporting documents to:

Karen J. Sneddon,

Coordinator of the J. ALWD Visiting Scholars in Rhetoric & Writing Grant Program

Mercer Law School

1021 Georgia Avenue

Macon, GA 31207

[sneddon\_kj@law.mercer.edu](mailto:sneddon_kj@law.mercer.edu)

478-301-5908

## Proposed Program

|  |  |
| --- | --- |
| Law School Applicant  (Name, address, and taxpayer identification #) |  |
| Proposed Visiting Scholar  (Name, contact information, attach c.v. & articles, and indicate whether scholar has agreed) |  |
| Law School Contact Person (name & contact information) |  |
| Name(s) of current ALWD members & delegates at the Law School |  |
| Name of the Programs |  |
| Program Description  Purpose(s) |  |
| Format(s) & Structure(s) |  |
| Audience(s) |  |
| Theme(s) |  |
| Related events |  |
| Explain how proposal will achieve goals of the Visiting Scholar Grants |  |

## Proposed Budget

|  |  |  |  |
| --- | --- | --- | --- |
| Category | J. ALWD Grant Request Amount | Law School (funds and in-kind) | Other sponsors (funds and in-kind) |
| Honorarium |  |  |  |
| Travel |  |  |  |
| Hotel |  |  |  |
| Meals |  |  |  |
| Marketing |  |  |  |
| Meeting Space(s) |  |  |  |
| Technology |  |  |  |
| Reception(s) |  |  |  |
| Other (itemize) |  |  |  |