

# TRAVEL GRANT APPLICATION FORM



African American Episcopal Historical Collection  
Virginia Theological Seminary Archives  
Bishop Payne Library  
3737 Seminary Road  
Alexandria, Virginia 22304-5201  
703-461-1732  
[askaehc@vts.edu](mailto:askaehc@vts.edu)  
<http://www.vts.edu/aaehc>



**Applications must be emailed or postmarked by April 14, 2023**  
**Notifications will be made no later than July 14, 2023**  
**Travel must occur between August 1, 2023 and June 30, 2024**

**We prefer electronic submissions.** Please email a scan of your completed and signed application and other documentation to [askaehc@vts.edu](mailto:askaehc@vts.edu) as attachments. You may also complete the application online at the following address: [https://form.jotform.com/Joshua\\_Waits/travel-grant-application](https://form.jotform.com/Joshua_Waits/travel-grant-application)

Applications by U.S. mail will be accepted at the address above. Recommendations may be mailed to the address above, if the recommender is not willing to submit electronically.

**PLEASE NOTE THAT THIS APPLICATION REQUIRES YOU TO SPEAK WITH A STAFF MEMBER BEFORE SUBMISSION (SEE QUESTION #7).**

1. Name:  
(Last) (First) (Middle)
2. Address:
3. Brief Title and Description of Research Project (providing information about the topic, time period, etc.).
4. *In a separate document*, please provide a description of your project, explaining how you will use materials in the AAEHC (500 words or less).
5. What is the expected publication, product, or outcome of this research (e.g., book, journal article, dissertation, parish or diocesan history, internet resource)?
6. What is the expected date of completion of the project listed in #5?

7. Staff member(s) with whom you have discussed this application (**Discussion with at least one of these individuals is required**):

\_\_\_ Joshua Waits, Assistant Archivist for the African American Episcopal Historical Collection  
(703) 461-1850, [jwaits@vts.edu](mailto:jwaits@vts.edu)

Date(s): \_\_\_\_\_ Form of contact: \_\_\_\_\_

\_\_\_ Riley Temple, Collection Growth Specialist for the African American Episcopal Historical Collection  
(703) 461-1732, [rtemple@vts.edu](mailto:rtemple@vts.edu)

Date(s): \_\_\_\_\_ Form of contact: \_\_\_\_\_

8. Telephone:

9. Email:

10. Current Status and Institutional Affiliation (if any):

\_\_\_ Clergy  
Order/Title:  
Denomination:  
Institution:  
\_\_\_ Faculty Member  
Rank:  
Institution:  
\_\_\_ Seminarian or Graduate Student  
Degree Program:  
Institution:  
\_\_\_ Undergraduate  
Major:  
Institution:  
\_\_\_ Independent Researcher  
\_\_\_ Other  
Please describe:

11. *In a separate document*, submit a CV or resume.

12. List the name, title, and institutional affiliation of an individual who has been asked to submit a recommendation on your behalf *under separate cover*. The recommendation should address the nature and caliber of your academic work.

13. List collections in the AAEHC that are relevant to your research:

14. Tentative Dates of Travel (Must occur between August 1, 2023 and June 30, 2024):

15. Complete the budget information below. Transportation, food, lodging, photocopying, and other research-related expenses are eligible. **Please itemize each line.** For example, when listing hotel costs, provide the estimated charge per night and the number of nights you think you will stay. The Virginia Theological Seminary operates a guest house that may provide an alternative to hotels. For more information about this and other lodging options, as well as local ground transportation and restaurants, see [Accommodations](#).

Room:

Air/Train:

Car (\$0.565/mile):

Meals:

Photocopying:

Other Research Expenses:

Other:

16. Total Amount of Support Requested:

17. How did you hear about this grant (please be specific)?

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*Certification*

In signing this form, I certify that:

- a. this application is truthful and accurate.

- b. I will recognize the Historical Society of the Episcopal Church and the Virginia Theological Seminary in any publication(s) drawing upon the research done with the support of this grant. I also certify that I will acknowledge the assistance of the AAEHC staff and the Bishop Payne Library staff in facilitating my research.
- c. within two months of visiting the AAEHC, I will submit a one to two page report of the research accomplished during the visit.
- d. within six months of visiting the AAEHC, I will submit a copy of the project that was supported by the grant (e.g., book, thesis, internet resource) **or, if not yet completed**, a progress report about the project.
- e. I give permission to the AAEHC to publish my name as a recipient of the grant, as well as a brief title of my research project.
- f. I understand that I must submit a W-9 tax form, including a social security number, to the Virginia Seminary business office before any monies can be dispersed.
- g. I understand that I am expected to make a presentation about my research to the seminary community.

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(Signature)

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(Date)