



**Horace Mann School**  
**Office of Curriculum and Professional Development**  
**Application for a Travel Grant**  
**Deadline: April 17, 2020**

Name:

Division:

Department or Grade Level:

Please provide a detailed statement of the nature of the proposed travel, an itinerary, and the ways in which this travel will contribute to your activities as a faculty member. How will you communicate the “lessons” of your travel with colleagues and/or students on your return?

Please indicate the proposed time of your travel. While awardees often use Travel Grant funds in the summer, it is possible to pursue travel during other school vacation times. Please be advised that Travel Grant funds must be used between July 1, 2019 and June 30, 2020.

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Team Leader/Department Chair

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Date

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Division Head

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Date