

Conference Travel Grant Proposal

Date: [Insert Date]

To: [Grant Committee Name]

From: [Your Name]

[Your Institution/Department]

Subject: Proposal for Conference Travel Grant for Group Attendance

Dear [Committee Members],

I am writing to propose a travel grant to support attendance for a group of our students/faculty at the upcoming [Conference Name] scheduled to be held from [Start Date] to [End Date] in [Location].

Our group consists of [number] participants, including [list participants and their roles, e.g., students, faculty, researchers]. We aim to attend this conference to [briefly explain the purpose, e.g., present research, network with professionals, further our knowledge in the field].

The total estimated cost for this trip includes travel, accommodation, registration fees, and meals, amounting to approximately [total budget]. We are seeking a grant of [amount you are requesting] to cover a portion of these expenses.

We believe that this opportunity will greatly benefit our participants and enhance our institution's reputation in [mention relevant field or area].

Thank you for considering our proposal. We are looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]