**Template Institutional Support Request for**

***Composed* Residential Writing Retreat**

*Let’s face it: Funding for a writing retreat can be a hard sell. Those unfamiliar with InkWell’s focus on capacity building may wonder why they should pay for you to do something they think you can do equally well by yourself, at home. Therefore, like any other application for professional development support, a funding request for an InkWell retreat will be more favorably viewed if you can illustrate that (2) your need cannot be met given you/your institution’s current situation, (2) your attendance expresses the values of the funding institution/unit and (3) your attendance will allow the funder to achieve their mission.*

Dear

I’m writing to apply for funding for a training program with InkWell Academic Writing Retreats. [IF YOU HAVE ATTENDED AN ONLINE OR CAMPUS RETREAT] I recently participated in one of their one-day writing retreats and found it to be an incredibly helpful professional development experience. Not only did the retreat structure allow me to make significant progress on my manuscript. The training provided by the facilitator also gave me concrete skills that I have continued use and that have supported my ability to [INSERT MISSION OF INSTITUTION].

Based on this experience, I know I would benefit significantly from participating in *Composed*, InkWell’s longer, more intensive training program. This week-long writing retreat helps scholars move manuscripts closer to publication, increase writing productivity, and build networks that support that productivity. My aim is to use this program to [INSERT A GOAL THAT IS ALIGNED WITH YOUR INSTITUTION’S PRIORITIES]. The combination of concentrated, uninterrupted writing time and intensive training would allow me to [OUTCOME YOUR INSTITUTION CARES ABOUT] much more effectively than would be the case were I trying to do so without this level of focus and support. You can learn more information about the retreat program by visiting the InkWell website: [*Composed* Residential Writing Retreat](https://www.inkwellretreats.org/composed-writing-retreat.html).

Tuition for the retreat is $\_\_\_\_, and if I register by [EARLY BIRD DATE ], I get a discounted rate of $\_\_\_\_. Would your [UNIT] be willing to support my participation in the program as part of our commitment to [VALUE THAT IS STATED IN THE INSTITUTION’S MISSION]? Previous participants have learned skills they have been able to share with colleagues and graduate students, and I am hoping to do the same.

I appreciate your considering my request and look forward to hearing from you.