



## **ATHE CONFERENCE GRANTS Information and Frequently Asked Questions (FAQs)**

### **General Information:**

All grant applications for the next year's conference must be received by ATHE by November 1, 2018. Grants are awarded by ATHE in three categories:

#### **Session Grants**

- AV (for a second AV item request)
- Guest Passes
- Other

#### **Debut Panel Grants**

#### **Pre-conference Grants**

The grant proposal vetting process is overseen by the VP for Conference, with grant decisions conveyed and disbursement details handled by ATHE staff. If you have questions about the grant application process, contact the VP for Conference, Andrew Gibb, at [conf2019@athe.org](mailto:conf2019@athe.org).

### **Grant Amounts:**

- Session Grants (max. \$500)
- Debut Panel Grants (max. \$500)
- Pre-Conference Grants (max. \$500)

All grant proposals must have a corresponding application for a session, debut panel, or pre-conference event.

We make every effort to award grants within the limit, but awards are not automatic, and when they are offered, they can be granted wholly or partially, depending on available funds and other factors. Grant awardees are notified by March 30<sup>th</sup>, 2019.

The November 1 proposal process is the only way to apply for guest passes (session/day or all conference). Typically, we are not able to grant passes outside of the grant proposal process.

Grants are only awarded for sessions that are accepted.

Focus groups may apply singly, or together with one or more groups (for example, in the case of a pre-conference event sponsored by more than one FG).

The overall number of grants awarded to each FG will be a factor in awarding funding; however, focus groups may submit multiple requests across grant types.

Pre-conference grant applications should indicate the sponsoring group(s), provide an itemized budget (including all proposed sources of support and income), and propose a calendar for activities.

Grant criteria that can shape decisions include the following:

- Is the proposal clear, detailed, and complete?
- Does the proposal provide a compelling rationale for the value of the event, guest, or supported activity to a broader ATHE conference community?
- Does the proposal reflect priorities of ATHE's mission and strategic plan ([www.athe.org](http://www.athe.org))?
- Does the proposal have the ability to support a community or constituency historically underrepresented at ATHE, and /or to attract new members?

**Q. Can graduate or undergraduate students apply for funding support to the conference?**

**A.** There will be a limited number of fellowships that allow for reimbursement of student fees in exchange for working at the conference registration desk for 6 hours during the conference.

**Q. Who can qualify for a Guest Pass?**

**A.** A guest artist who is not involved in higher education and/or who would not be supported financially for professional development by an institution to attend ATHE.

If the person is attending only to participate in a single session, then that person should apply for a Session (by Day) Guest Pass (SDGP).

Only scholars from outside North America and guest artists who are presenting more than one time qualify for an All Conference Guest Pass (ACGP). Also, award winners, the Keynote speaker, paid workshop presenters, and performers qualify for an ACGP.

**Q. What if I don't know on Nov. 1 who will qualify for a grant? (For example, Focus**

Group Debut Panels sometimes award small stipends to the winners)

- A. Request the amount of money up to \$500 that you hope to disburse at the conference. Once the winners of the competition, such as the FG Debut Panels, have been selected, those names will need to be forwarded to the ATHE office by May 1 so that checks can be prepared prior to the conference, and program information completed.

### **SAMPLE GRANT REQUEST APPLICATION FORM**

**Fill out and submit the application form below by November 1st in order to have your grant request reviewed by ATHE.**

Have you filled out proposal form(s) for the 2019 conference connected to this request? (Please note: proposals must be submitted for all attached session proposals (single FG and MD), debut panels, meetings and pre-conference events, proposed for on or off conference site.): Yes/No

- If yes, proceed
- If no, go back to the call for proposal page

Type of Grant Requested

- Pre-conference Grant
- Debut Panel Grant
- Concurrent Session Grant (single-sponsored or MD)
  - AV (items additional to single AV item included if selected in application)
  - Guest passes (Session/Day or All-conference)

Session or Pre-conference Title (This must be the **exact** title that you used in your proposal form):

Session Focus Group Sponsor(s):

Location of your Session, Meeting or Event:

At Conference Hotel

At an offsite venue to be organized by Focus Group

Main Contact – First Name\*

Main Contact – Last Name\*

Main Contact – Professional Title\*

Main Contact – Organization\*

Main Contact – Phone\*

Main Contact – Email Address\*

Do you need to request Guest Passes (Session/Day or All-conference)? Yes/No

*Guest Passes are passes that allow special guests to attend/present at your session. Guests will be required to register for the conference via ATHE's Online Registration. The main contact for this session will be required to provide names of the individuals that will require a guest pass by June 30, 2018 so that we can provide those guests a code to register. This pass is valued at \$100\*/per pass.*

How many Guest Passes are you requesting? (Please note session limit of 5 SDGPs and one (+) ACGP per \$500 maximum):

I have requested an additional Audio Visual item (beyond the single item offered at no cost) in my proposal Yes/No

(You will be responsible for the charge or you can apply for a grant for additional audio or visual equipment.)

If so, what was the second item requested on the proposal?

LCD Projector – Value \$300\*

CD player - Value \$100\*

Flip Chart - Value \$50\*

Audio for Laptop – Value \$100\*

Rationale:

In the open space below this paragraph, please provide a rationale for how the grant will be used to enhance your session or your pre-conference events.

If this event is a pre-conference, please answer the additional financial questions below to the best of your ability:

Will you be charging registration fees (meaning: will you be charging fees beyond the usual ATHE Conference Registration) for the event to which this grant application is attached? Yes/No

If yes, what is the estimated registration fee?

If no, proceed.

Please estimate the below costs:

Meeting Materials

Speaker Honorarium

Travel Reimbursement

Hotel Room

Outside Space Rental Cost  
Session Food and Beverage  
Other

Anticipated Net Income/Loss

Thank you for submitting your grant proposal for ATHE 2019. Proposals will be reviewed by the ATHE Conference Committee and shared with the Focus Group Conference Planners of the Focus Group whom you have listed as the primary sponsor. We will be in touch regarding further instructions.

To contact your Focus Group Conference Planner(s), access their information here: [http://www.athe.org/?Conference\\_Planners](http://www.athe.org/?Conference_Planners). It is important that they know what proposals are coming their way.

\*Amounts based on previous years and may change for the application for ATHE 2019 in Orlando.