



**ATHE CONFERENCE GRANTS**  
**Information and Frequently Asked**  
**Questions (FAQs)**  
Revised 10.3.17

**General Information**

All Grant Applications for the 2018 ATHE Conference must be received by November 1, 2017.

Grants are awarded by ATHE in three categories:

*Session Grants (max. \$500)*

AV (for additional AV item cost)

Day Passes (DP) and All-Conference Passes (ACP)

Other

*Debut Panel Grants (max. \$500)*

*Pre-Conference Grants (max. \$500)*

**Applications for these grants are included as an option at the end of the relevant Conference Proposal Form and Pre-Conference Event Proposal Form** (both due by November 1, 2017).

The grant proposal vetting process is overseen by the VP for Conference, Ann Shanahan, 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 at [conf2018@athe.org](mailto:conf2018@athe.org).

We make every effort to award grants within the limit, but awards are not automatic. Grants may also be offered wholly or in part, depending on available funds and other factors. Grant awardees are notified by March 30, 2018.

The November 1 proposal process is the only way to apply for Conference Passes (Day Passes DP or All-Conference Pass ACP). Typically, we are not able to award 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, e.g. a Pre-Conference Event sponsored by more than one Focus Group.

The maximum grant amount is \$500.00 per session. Exceptions to this policy may be made in the case of Pre-Conference and Debut Panels Grants sponsored by more than one Focus Group, depending on the availability of funds relative to the number of requests. (In these cases, please note the multiple sponsoring groups and request special consideration for an amount above the \$500.00 limit in the Rationale portion of the Grant Application.)

Applications for Pre-Conference Grants 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:**

- Is the proposal clear, detailed, and complete?
- Does the proposal provide 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 attract new members?

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

A. A limited number of Student Fellowships permits reimbursement of registration fees in exchange for working at the conference registration desk for 6 hours during the conference. The process to apply for these Fellowships occurs in the spring and is not part of the November 1 application process.

**Q. Who qualifies for a Conference Pass (Day or All-Conference)?**

A. An artist, professional, or community representative 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 coming in only to do a session, then apply for a Day Pass (DP). Only scholars from outside North America and guest artists who are presenting more than one time during the conference qualify for an All-Conference Pass (ACP). Award winners, the keynote speaker, paid workshop presenters, and performers qualify for an ACP.

**Q. What if I don't know on Nov. 1 who will qualify for a granted item?** (For example, Focus Group Debut Panels sometimes award small honorariums to the winners who are selected later in the year; passes are sometimes requested before guests are settled and/

or confirmed.)

**A.** Request the amount of money for an award or number of passes (up to \$500 including all requests per session/event) that you hope to disburse at the conference. Once the winners of competitions for Debut Panels have been selected and/or recipients of passes finalized, please forward those names to the ATHE office. This information is required by May 15 for inclusion in the conference program. For passes, you may supply names later, by June 15; this later date will allow ATHE staffs to provide recipients of passes a code to register for the conference, however their names will not appear in the conference program unless they are submitted by the earlier May 15 date.

Please note: Even if you do not know the name of the recipient of the requested Conference Pass (Day Pass DP or All-Conference Pass ACP) by the November 1 proposal deadline, you will be asked on the Proposal Form to explain how the recipient of the requested pass will meet the qualifications for a Day Pass or All-Conference Pass outlined above.

### **SAMPLE GRANT APPLICATION FORM**

(PLEASE NOTE: THIS IS A SAMPLE ONLY. Grant Applications are provided as options at the end of the ATHE 2018 Conference Proposal Form and Pre-Conference Proposal Form.)

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

Type of Grant Requested:

- Session Grant (single-sponsored or MD)  
AV (items additional to single AV item included, if selected in application)  
Passes (Day or All-Conference)  
Other
- Debut Panel Grant
- Pre-Conference Grant

Session Focus Group Sponsor(s)/Organizers:

(For Pre-Conferences Events only) Pre-Conference Grant Session or Pre-Conference Title:

(For Pre-Conferences Events only) Location of your Session, Meeting or Event:

- Conference hotel
- Offsite venue to be organized by the Focus Group

Main Contact:

First Name:

Last Name:

Professional Title:

Organization:

Phone:

Email Address:

Do you need to request passes (Day Pass DP or All-Conference ACP)? Yes/No

*Conference Passes (Day (DP) and All-Conference (ACP)) allow special guests to attend/present at your session. Guests must register for the ATHE Conference via ATHE's online registration site. The Main Contact for this session must provide names of the individuals who are granted a pass by June 30, 2018\* so that we can provide those guests a code to register. A DP is valued at \$100\* and an ACP at the Full Conference rate of \$365.\**

How many passes are you requesting? (Please note the session limit of 5 DPs and one (+)\* ACP per \$500 maximum):

Please explain who will receive the requested passes if granted, and how these individuals meet the criteria for passes outlined in the guidelines.

I have requested an additional AV 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 AV equipment.)

If you answered "Yes," 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)\*

In the open space below this sentence, please provide a rationale for how the grant will be used to enhance your session or Pre-Conference Event.

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 beyond the usual ATHE Conference Registration for the event related to this grant application? Yes/No

If yes, what are the estimated fees?

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 proposal for ATHE 2018. Proposals will be reviewed by the ATHE Conference Committee and shared with the Focus Group Conference Planners of the Focus Group 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 at [www.athe.org/?Conference\\_Planners](http://www.athe.org/?Conference_Planners).

