

GLATA Lecture Grant

“The Great Lakes Athletic Trainers Association Presents...:
Annual GLATA Lecture Grant

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- A. Letter of Application
 - a. The application will be made in letter format on letterhead from the state athletic training organization.
 - b. The letter of application will come from the state representative to the Education Chair (GLATA President-Elect), with a copy to the Treasurer.
 - c. The letter of application will include the following information:
 - The topic to be presented at the state meeting
 - The speakers name
 - The date, time, and location of the presentation
 - A draft outline of the presentation
 - A budget not to exceed the total amount of the grant (See item C below for amount)
 - Estimate of expenses to complete this presentation
 - B. One (1) copy of application package due to the Education Chair (GLATA President-Elect) with a copy to the Treasurer no later than August 15.
 - C. Amount **NO SPECIFIC AMOUNT IN BYLAWS**
 - a. The maximum amount of the grants shall be determined yearly by the District Executive Council at the GLATA Executive Council Meeting and announced to the GLATA membership via the GLATA Website.
 - b. Grants to be voted approval by members of District Executive Council at the GLATA Fall Executive Council meeting.
 - c. States may apply for this grant or a portion of the grant. Receipts for expenses incurred must be presented, the total of which shall not exceed the approved grant amount.
 - d. If any portion (or all) of the grant amount approved per state is not used by a state organization, it cannot be stored, banked, or used outside the current calendar year.
 - e. Leftover grant monies may not be used for anything other than the original intention of the grant as stated in the original grant application.
 - D. Requirement
 - a. Successfully submit the required information.
 - b. A sign (18”x24”) must be present outside the door the

attendees pass through proclaiming: *“The Great Lakes Athletic Trainers’ Association Presents...title of Presentation”*.

- c. The above notation must accompany all references to this speaker in all publications (brochures, flyers, etc.)

E. Review of Grant Awards

- a. Each state should submit proof of presentation of the education topic prior to the anniversary date of the grant.
- b. Copies of brochures, flyers, etc. must also accompany the annual report.
- c. Should a state organization fail to follow the presentation application, a second letter of explanation must be provided to the Education Committee.
- d. Receipts for all expenses associated with the GLATA Lecture must be submitted to the Education Chair (GLATA President-Elect) within thirty (30) days of the completion of the event.
- e. If, for any reason, a state organization does not adhere to the adopted procedures, the amount of the GLATA Lecture Grant funding will be deducted from the specific states annual year-end allocation.
- f. All correspondence should be submitted to the Education Chair (President-Elect).

GLATA LECTURE GRANT SUMMARY

Submit to:	Education Chair, w/copy to the Treasurer
Due Date:	August 15
1 st Approval:	Finance Committee (October)
2 nd Approval:	November Conference Call
Receipts Due:	Within 30 days of completion of project
Submit Receipts To:	GLATA Treasurer
Reimbursement:	Within 30 days of receiving receipts
Available:	Annually