



# Application For Grant in Aide (GIA)

Delegate Name: \_\_\_\_\_ School: \_\_\_\_\_

Conference: \_\_\_\_\_ Conference Date: \_\_\_\_\_

Conference Location: \_\_\_\_\_

Expense Claim		
One day conference.....\$100.00	\$ _____	C h o o s e  O n l y  O n e
Two day conference.....\$150.00	\$ _____	
Three day conference.....\$200.00	\$ _____	
Four day (or more) conference.....\$250.00	\$ _____	
Conference registration fee	\$ _____	A d d
<b>SUBTRACT all monies received</b> from NLSD, your school or an outside organization	\$ _____	S u b t r a c t
<b>Total Claimed Amount:</b> <b>(Max \$250)</b>	= \$ _____	

**Delegate signature:** \_\_\_\_\_

**Principal signature:** \_\_\_\_\_

**ATA School Rep:** \_\_\_\_\_

PLEASE SEE REVERSE OF THIS SHEET FOR IMPORTANT INFORMATION

Executive Committee Use Only:

Amount Claimed: \$ \_\_\_\_\_ Amount Approved: \$ \_\_\_\_\_

Authorization: \_\_\_\_\_

**Attention:** In order for your claim to be processed, please complete the following:

1. FILL OUT AND SIGN FORM. Incomplete forms will not be processed.
2. Include conference receipt – ORIGINAL PREFERRED BUT IF NOT AVAILABLE, SUBMIT PHOTOCOPY.
3. Have this form signed by your principal or assistant principal.
4. Have your ATA School Rep sign and forward to your Local Regional Vice President.

### Please Note

- **Grant in Aide is intended to help members with conference costs and is NOT intended to pay for the entire cost of the conference.**
- **Payment of all GIAs will take place at Spring AGM. Maximum of \$250 per School Year per Member.**
- If the total amount of applications for GIAs exceeds the budgeted amount, all claims will then be prorated equally.
- If your request is not submitted with a conference receipt or photocopy, your application will not be considered.
- If a conference **requires** an overnight stay prior to the conference you may add an extra day to your claim.
- **International conferences** are excluded from GIA program.
- ATA Executive will review all applications before approval is granted.

### PLEASE NOTE CLAIM DEADLINE:

Our ATA Treasurer must receive **all applications for GIAs by May 15** of that school year to be accepted. Please submit your request to your School Rep allowing enough time to get the application to the Treasurer. Applications missing the deadline for any reason cannot be considered.

**\*\*Conferences attended after the May 15 deadline, should be submitted in the following school year.\*\***