

## **ATHE Focus Group Pre-Conference Grants Guidelines**

Deadline: December 1, 2007

Submit to: David Kaye, VP, 2008 Conference ([djk@unh.edu](mailto:djk@unh.edu))

### **Call for Grant Submissions**

ATHE announces the availability of a \$5,000 pool to be used by its focus groups that seek to offer pre-conference sessions scheduled prior to ATHE's annual conference. A single focus group may submit an application, but ATHE would accept a submission from two or more focus groups wanting to offer a combined pre-conference.

There is neither a minimum nor a maximum amount that must be requested, but the charge of these funds is to assist Focus Groups in expanding their educational focus. These funds should foster creative, pedagogical, and/or scholarly activities that hold true to our organization's stated vision, mission, values, and goals.

These grants are available for distribution, and may only support activities that occur between 1 June 2008 and 31 May 2009. Applications may be fully funded or accepted with only partial funding based on how well the application meets the established criteria.

### **Evaluation Criteria**

1. Proposals that best fulfill ATHE's strategic plan ([http://www.athe.org/files/pdf/StrategicPlan2005-2009\\_final.pdf](http://www.athe.org/files/pdf/StrategicPlan2005-2009_final.pdf)) will receive priority when determining funding.
2. A proposal by a single focus group is acceptable, and proposals by more than one focus group planning a joint pre-conference will also be considered for funding.
3. The Conference Committee will evaluate these proposals in order to provide the best benefit to the general ATHE membership when considering all submitted proposals. Proposals may be fully or partially funded.
4. Proposals submitted by groups that have not yet been awarded a grant will receive preferential consideration when determining funding. However, groups who have received prior grants are still eligible to receive funding.
5. Each application should indicate the sponsoring group(s), provide an *itemized budget* including all proposed sources of support and income, and propose a *calendar* for the proposed activities. It is the responsibility of the applicant(s) to note how the proposal best fulfills ATHE's strategic plan and how it benefits ATHE's membership.
6. The 2008 Conference Comm. Vice President, David Kaye ([djk@unh.edu](mailto:djk@unh.edu)), must receive completed applications (via email) no later than 1 December 2007. Applicants will be notified of the funding decision on or about February 1, 2008.

Revised: 10/30/07