



Administrative Personnel Association (APA) Grant Application Form

Requests must be submitted 60 Days Prior to the Event)

A region may be awarded one Certification Grant and one Membership Grant per calendar year.

_____ **Certification Grant** {Maximum of \$100 may be used for offering classes at a one day seminar sponsored by an APA region}

_____ **Membership Grant** {Maximum of \$100 may be used for any type of new member promotion (e.g., luncheon for local secretaries)}

Date of Event _____ Region _____ Amount _____

Check made payable to:

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Reason for Grant Request and Plan of Action (Tell us how you plan to use the grant money)

FOR CERTIFICATION GRANT

Regional Certification Chair Signature

Date

National Certification Chair Signature

Approval Date

Amount

FOR MEMBERSHIP GRANT

Regional Membership Chair Signature

Date

National Membership Chair Signature

Approval Date

Amount

INSTRUCTIONS FOR FORM COMPLETION

CERTIFICATION GRANT

- Be detailed in the description for the purpose of this grant money
- May be used for offering classes at a one day seminar sponsored by an APA member
- Course(s) being offered must be APA approved courses
- Member requesting the grant must submit the form to the Regional Certification Chair for approval
- Regional Certification Chair approves the application, signs and dates
- Regional Certification Chair submits to the National Certification Chair for approval
- The National Certification Chair sends to the Treasurer for payment
- National Certification Chair sends a copy to the member requesting the grant, to the regional certification chair and regional president
- All checks will be made payable to the member requesting the grant
- A region may be awarded one Certification Grant per calendar year

MEMBERSHIP GRANT

- Be detailed in the description for the purpose of this grant money
- May be used for any type of new member promotion (e.g., luncheon for local secretaries)
- Member requesting the grant must submit the form to the Regional Membership Chair for approval
- Regional Membership Chair approves the application, signs and dates
- Regional Membership Chair submits the application to the National Membership Chair for approval
- National Membership Chair submits original to the Treasurer for payment
- National Membership Chair sends a copy to the member requesting the grant, to the regional membership chair and regional president
- All checks will be made payable to the member requesting the grant
- A region may be awarded one Membership Grant per calendar year