



What: **\$500 Regional Conference Grant Application**

This grant is to support a regional conference that promotes membership in the BCAEA. A single grant of up to \$500 is available.

**Grant Criteria:**

- Applicant must be a current BCAEA member.
- At least part of Regional Conference Grant funds must be used to promote membership in the BCAEA.
- Applicant must be willing to write an article about the conference for the association newsletter.

**Process:** The Grant process involves two steps. In Step 1 you apply for approval before the conference, and upon approval, in Step 2 you document conference attendance, write a conference report suitable for the newsletter, and send in conference receipts for reimbursement.

Step 1: **Pre-Conference Application for Approval**

Please fill out this page **before** the conference and mail to:

Mike Shaw, BCAEA Awards Chair  
2611 Forsyth Drive  
Penticton, BC V2A 8Y9

Last Name:	First Name:	SIN # or BCTF membership #
Home Street Address:	City:	Postal Code:
Home Phone #:	Email:	
School District # & Name	School or Program Name:	
School Phone #:	School Fax #:	

Conference Date:	Names & Numbers of Districts Invited:
Conference Purpose: (Attach agenda or brochure if available)	

Other funding sources applied for:

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Step 2: **Post-Conference Documentation & Receipts**

Please fill out this page **after** the conference and mail it along with the supporting documentation below to:

Mike Shaw, BCAEA Awards Chair  
 2611 Forsyth Drive  
 Penticton, BC V2A 8Y9

Last Name:	First Name:	SIN # (BCTF requirement)
Home Street Address:	City:	Postal Code:
Home Phone #:	Email:	
School District # & Name	School or Program Name:	
School Phone #:	School Fax #:	

**Supporting Documentation:**

- Attach receipts (to a maximum of \$500) to this application.
- Attach a list of participants (please indicate if they are BCAEA members), programs, district names and numbers.
- Attach a conference write-up suitable for inclusion in the BCAEA Newsletter.

**Please Note:** Grant moneys can only be disbursed if all supporting documentation is complete.