**ELPA Mini-Grant Application**

ELPA has allocated student fee monies for activities related to professional development, research, and presentations as well as for unexpected financial hardship.

The ELPA Student Fee Committee (SFC) will review applications on a quarterly basis.

**Due dates: October 1, December 1, March 1, June 1**

A member of the SFC will notify students of their award status following the committee’s review. Students receiving awards are responsible for providing any additional documentation required for disbursement of funds.

**Name:** Click or tap here to enter text. **E#:** Click or tap here to enter text.

**Email:** Click or tap here to enter text. **Phone**: Click or tap here to enter text.

**Degree:** Choose an item. **Month/Year of Graduation:** Click or tap to enter a date.

**Total amount requested:** Click or tap here to enter text.

**I am applying for a mini-grant for (check one):**

[ ] Conference\* (not to exceed $2500)

[ ] Grant related travel

[ ] Dissertation research related costs

[ ] Reimbursement for successful completion of Administrative Licensure Examination

[ ] Financial Hardship

*\*Please note:*

* *Students who are presenting at a conference will be given priority.*
* *Students who attend or present at a conference must provide a brief post-conference report in either video or picture/written documentation format with the highlights of their experience at the conference.*

Have you applied for or received funds from other sources? Choose an item.

If yes, please indicate the source and amount of funds: Click or tap here to enter text.

**Description of Request**

In the space below, please provide a narrative explaining your request.

Click or tap here to enter text.

**Request Procedures**

In addition to this application form, students should submit the following as appropriate:

Travel

* A completed [ETSU Travel Authorization Request](https://www.etsu.edu/bf/forms.php)
* Documentation of lodging rates (from conference information, email, etc.)
* [Enterprise trip optimizer results](https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=046&mcid=XZ56857&referedPage=multiDivOffer) if requesting mileage
* Documentation of airfare

Licensure Reimbursement

* Evidence of successful completion of the administrative license (screen shot or other copy of results)
* A copy of the receipt for exam fees.

**Submit this mini-grant application and any supporting documentation to** **ELPA@etsu.edu****.**

The Student Fee Committee will not consider applications with incomplete documentation. If you have questions about the application or documentation, please contact Dr. Christian at christiang@mail.etsu.edu.