



AASP REGIONAL CONFERENCE GRANT APPLICATION

Information

AASP is committed to supporting student-oriented professional meetings and awards up to eight grants to a **maximum** of \$500 USD in value per year. The purpose for these grants is to supplement educational opportunities for graduate students and professionals within local educational offerings as well as help host institutions defer costs associated with regional conferences (e.g., provide seed money) that promote student presentations and/or student-oriented sessions to discuss professional issues.

Grant Criteria

Grant applications must demonstrate they:

- Serve a specific region of interested student and professionals,
- Provide ample time for student presentations,
- Promote student development (examples include workshops, meet and greet lunch hour, or professional development themed presentations)
- Have a budget that is specific, appropriate, and that other funding sources have been investigated prior to applying for the grant,
- And have a student registration fee of no more than \$50 USD*.

*If a student registration fee of more than \$50 USD is indicated, justification for the increased fee is needed. For example, a host site may need to have a higher registration fee if space to hold the conference is not available for free. This justification needs to be highlighted in the application.

Please note that the grant application process is highly competitive and AASP cannot guarantee full funding of each proposal received.

Obligations if proposal is funded:

- Applicant agrees to include the AASP logo in any print or electronic conference promotional materials, such as the conference program, schedule, and PowerPoint slides
- Conference organizers agree to acknowledge AASP's partnership at the conference during opening and/or closing remarks and promote the following AASP Annual Conference.
- Grant money is not to be used for alcoholic beverages
- Applicant agrees to list "AASP Regional Conference" within their program title for all conference and publication materials. If you are unsure about titling please let your Student Representatives know and we can clarify further.
 - i.e. 25th Midwest Sport & Exercise Psychology Symposia:
An AASP Midwest Regional Conference
 - or
AASP Mid-Atlantic Regional Conference:
17th Annual Northeast Atlantic Sport Psychology Conference
- Additionally, a final conference report and summary must be submitted to the current AASP Executive Board Student Representatives within one month of the conference. This report should include:

- A PDF of the final conference schedule/program
- A final itemized budget for the total sum of money that was granted
- Final number of Conference attendance that includes:
 - A breakdown of the composition of attendees (the number of undergraduate, master's, doctoral, and professional members that attended)
 - A list of schools/universities represented by attendees
- A brief 1 page write-up of the conference proceedings that include
 - Highlight of the keynote(s) address(es) and other speakers
 - Brief summary of the programming that supported student development (e.g., particular workshops or networking opportunities)
 - Any other conference highlights

Please note that grants will be provided in US dollars or the equivalent amount for international recipients as determined by current conversion rates.

Completing the Grant Application: Instructions

The application deadline for the regional grant is **September 1st**. Notification to all applicants will be sent shortly before the Annual AASP Conference and winners will be highlighted at the awards ceremony during the conference.

This grant application is a fillable PDF form. Follow through the document and complete the boxes (fillable form elements) in all of the areas. When you need to save the document, simply save to your desktop so that you may return to the document.

When ready to submit this document, please save a PDF of the document on your computer. You **MUST** submit this document, along with any supporting appendix materials in ONE single attachment PDF file to the AASP office via email info@appliedsportpsych.org by September 1st. ***Applications that do not follow guidelines per instructions will not be reviewed.***

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Contact Information

Name of Hosting University		
Street Address:		
City, State/Province, Zip Code:		
Country:		
Conference Student Coordinator:		
Email Address:		
Telephone Number:		
Current AASP Member?	Yes	No
If any, list previous years hosting an AASP Regional Conference.		

****Note on conference regions:** Although the previous geographical regions will no longer play a significant role in the decision-making process during application review, schools may maintain the geographical region title in the name of their conference if they so choose (e.g., "Northwest" or "Mid-Atlantic"). Decisions for grant funding will primarily be made in regards to absolute distance of regional conference sites instead of region designation. As such, AASP encourages universities within driving distances of one another to coordinate their efforts

Conference Information

Proposed Dates of Conference:

Anticipated Registration Fees (include early, late, and onsite fees as needed):

\$

Expected number of attendees (provide past attendance for previous years of hosting if applicable):

Types of conference submissions (case studies, poster sessions, workshops, lectures, etc.)”

Anticipated Number of Presentations geared toward student development (please specify keynote addresses, workshops, student socials, speed mentoring, etc.):

Keynote Speaker Possibilities:

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Conference Overview

Please complete a short (one paragraph) explanation of the mission and vision of your conference. In this section, please include the goals you wish to accomplish in hosting the conference as well as the intended benefits for those attending the conference.

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Conference Promotion

Please write a short section (1-2 paragraphs) on how you plan to promote your conference at your own university as well as to other universities. In this section, please also include the different populations you will try to recruit to attend the conference (e.g., undergraduate/graduate, interdisciplinary focus, etc.) and how you plan to do that (internal/external distribution of fliers, or email blasts, etc.).

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Proposed Budget

Please complete a proposed budget for the conference. In this budget please include all--if any--income streams including: anticipated registration fees, previous balance from hosting a past conference (if applicable), seed money from department or host institution, community sponsorships, or other grants for which you have already applied. Further, please provide details as to how the grant money (at a maximum of \$500) will be used for conference expenditures.

INCOME

Item	Total
Total Funding Income	\$

EXPENDITURES

EXPENDITURES	
Item	Total
Total Funding Requested	\$

Budget Justification

Please provide a short justification as to how the grant money will directly benefit the students who are attending your regional conference, such as travel costs for unique keynote speakers. We ask that, unless special circumstances arise, grant money should not be spent on food, as many community partners are willing to donate food items in exchange for being featured in the conference program. If your university does not allow outside food please specify that in your budget justification.