



MMTA Collegiate Member Travel Grant Guidelines

A grant funding up to \$2,000 per year (with a cap of \$250 per person) will be made available to eligible Collegiate members for the express use of travel/lodging/registration while attending the MTNA National Conference.

Application for such funds is open to members with the following qualifications:

- Any Collegiate Member of MMTA/MTNA, in good standing, is eligible to apply.

Use of such funds would be governed by these criteria:

- The total amount of NO MORE THAN \$2,000 with a maximum cap of \$250 per applicant will be divided evenly among all qualified candidates applying, as verified and awarded by a sub-committee of the MMTA Board.
- Applicants must submit the following attachments with their application form:
 - A scan or copy of the official MTNA Conference Registration application filled out by the applicant.
 - Any other descriptions or documentation of intended travel & lodging.
 - A copy of current student ID.
- Grant recipients must provide a brief written report of their Conference experience to be published in an MMTA newsletter. Send to: newsletter@mmta.net.
 - This is due when the applicant submits their receipts for reimbursement, and no later than **April 30** of the attended conference year. If this report does not accompany the receipts, reimbursement may not be paid out.
- Grant recipients must agree to two hours of volunteer service to MMTA (Bay State Contest, etc.) to be completed within a year of returning from the conference.
- Applicant must sign this statement: "By signing this application, I verify that I will use awarded funds for their intended purpose and by the proposed date. If I do not use the awarded funds, I will return them to MMTA."
- Applicants will be notified of their grant approval by Feb. 25 of the current year.
- Release of any and all funds will be reimbursement-based, in accordance with MMTA's accounting and IRS requirements. Checks will be mailed as reimbursements after the conference, once the applicant's receipts are received. Send receipts to: see below.
- Applicants can NOT apply in any two consecutive years.

Application Deadline: February 1 (postmarked) of the current year.

Send Application, documents, and receipts to: MMTA President, president@mmta.net



MMTA Collegiate Member Travel Grant Application

Deadline: February 1 (postmarked) of the current year

NAME	
MTNA MEMBER #	
EMAIL	
PHONE	
ADDRESS	
Student at which institution?	

By signing this application, the applicant agrees to this statement:

“I verify that I will use awarded funds for travel/registration/lodging/meals at the MTNA National Conference. If I do not use the awarded funds, I will return them to MMTA.”

The applicant also agrees to the following:

Grant recipients must submit a copy of their conference registration and receipts of other monies spent, up to the amount of the grant.

Grant recipients must provide a brief written report of their Conference experience to be published in an MMTA newsletter, submitted no later than April 30 of the attended conference year.

Grant recipients agree to complete two hours of volunteer service to MMTA (Bay State Contest, etc.) to be completed within a year of returning from the conference.

Collegiate Member Signature _____

Date _____

Please check - Did you attach the following?

Scan or copy of Student ID

Scan or copy of official MTNA Conference Registration with amounts, filled out by you