

AALL/Bloomberg Law Continuing Education Grant Program
Frequently Asked Questions
Updated March 2021

Purpose: Each Fall and Spring AALL/Bloomberg Law Continuing Education Grant Program (CEGP) provides grant opportunities intended to encourage program development and education for all AALL members.

Process: Fill out the application by the deadline. Grant recipients will receive a follow-up email from AALL with award details and responsibilities. Typically, expenses are reimbursed after the program, so be sure to keep all relevant receipts. A disbursement form that includes invoices and receipts must be completed to receive the funds.

The CPE grant is not intended to fund the entire costs to host the program. It provides supplemental support. If you do not know the exact amount of revenue that will be available to fund your programs from non-AALL sources, provide an estimated figure. Budget figures need to be submitted with each application.

What can grants be used for?

Q. What is the purpose of CPE grants?

A. The purpose of the AALL/Bloomberg Law Continuing Education Grants Program (CEGP) is to encourage program development and promote knowledge sharing among AALL entities by assisting with the funding of continuing education workshops or classes.

Q. I found a fantastic product that is used in my library. Can I give a program showcasing that product?

A. No. CPE grants are not to be used to promote one particular vendor or product.

Q. I want to bring in a special speaker for my chapter's annual meeting. Can I apply for a grant for this?

A. Yes. You can apply for a grant to bring in a special speaker.

Q. I am a member of AALL and want to travel to a workshop/class. Can I apply for a CPE grant?

A. No. The purpose of the CPE grant is to assist with the funding of continuing education workshops or programs. You can contact your AALL chapter or committees, caucuses, and special interest sections for information on scholarships and grants available for professional education.

Funding and Budgets

Q. What expenses will the CPE grant cover?

A. The grant money will cover expenses that directly affect the program such as room rental, speaker travel fees, and recording/broadcasting the program.

Q. What expenses will the CPE grant money not cover?

A. The grant money will not cover food, advertisement, vendor specific programming or gifts for speakers.

Q. How will the funds be awarded?

A. You will receive an email notifying you of the award. A follow-up email letter from AALL HQ will provide award details and recipient responsibilities. Typically, expenses are reimbursed after the program. A disbursement form including invoices/receipts must be completed in order to receive funds. In exigent financial circumstances, a partial disbursement of funds is possible prior to the program if proper documentation such as invoices/receipts is provided. AALL has funding and auditing requirements that it must follow and must ensure that the program delivers as promised. Full disbursement will be made after the recipient responsibilities (outlined on the website) are met.

Q. My speaker is an AALL member. Can I use the CPE grant to pay them an honorarium?

A. No. However, it is acceptable to use the CPE grant to cover speaker travel expenses, such as airline tickets, hotel, and ground transportation costs.

Q. My speaker isn't an AALL member. Can the CPE grant be used to cover their expenses?

A. Yes. The grant money may be used for speaker travel expenses, such as airline tickets, hotel, and ground transportation costs. Reasonable honorariums for non-AALL speakers are also allowed.

Q. Do I have to charge a registration fee?

A. Yes. The CPE grant is not designed to fully fund a program but rather to act as a bridge between registration monies and the actual cost of the program. The program should be funded by registration fees and/or chapters and the CPE grant used as a supplement. The registration fee gives the program value, helps support its funding, and commits people to attend.

Q. Why do I need to list sponsors or other sources of revenue?

A. The jury considers program sponsors and other sources of revenue during the grant application review process.

Q. What if I am awarded a grant for a certain amount and unexpected expenses arise?

A. It is very important to budget your program wisely and submit a proposal that most accurately reflects your need. Get copies of preliminary invoices/bills for costs in writing and include these numbers in your CPE budget.

Q. What if I don't know the exact amounts of revenue that will be supplied by other sources?

A. Provide an estimated figure. A budget must be submitted with the application, as the jury needs to know the specific expenses involved in the grant's use.

Q. Do I need to keep receipts or invoices?

A. Yes. They will need to be submitted after your program is over.

Technology**Q. Does my program have to be recorded?**

A. No. AALL encourages recipients to record programs if they are interested and able to provide a location to host the files, as AALL cannot host the files. Grant funds can be used to cover recording/broadcasting costs.

Q. I'd like to have a podcast program, but I don't know how to podcast. Can I hire an outside firm to do it?

A. Yes. In fact, that is preferred in some cases. They may also edit the podcast. Include a quote for the cost in your proposal.

General Questions

Q. Do I need to acknowledge AALL as a sponsor of my program?

A. Yes. One of the conditions of the grant is that you include the AALL/Bloomberg Law Continuing Education Grants Program in all marketing (including e-mail and other electronic announcements of the program) and registration materials. The following tagline must be used with or without the AALL logo: This program is made possible by a grant from the AALL/Bloomberg Law Continuing Education Grants Program. Also, please include this tag line in the program's opening remarks.

Q. Do I need to post my event on AALL's Calendar of Events?

A. Yes. The Calendar of Events helps to promote your event and reminds those who cannot attend to check AALLNET to see if the program is available as a podcast, web archive, or video recording.

Q. Are paper evaluation forms required for my program?

A. No. You may do a follow-up evaluation electronically, as long as you capture the results and provide a summary with your final report.

Q. We had some handouts at my program. Do I need to submit them?

A. Yes. Send completed program materials to AALL Headquarters. The materials will be reviewed for inclusion in the AALL archives.

Q. I received a grant award last year for a program. My program was wildly successful, and I'd like to repeat it again. Can I reapply for a grant?

A. Yes. However, there is no guarantee that your program will be funded simply because it was funded in the past.

Q. What happens if I fail to submit a final report as required by the terms of the grant?

A. If you are hosting a program on behalf of your chapter or SIS and do not submit a final report, you and your chapter or SIS may jeopardize your ability to apply for future CPE grants.

Additional Questions

Q. What if I have other questions that are not covered here?

A. Contact the Chair of the AALL/Bloomberg Law Continuing Education Grant Jury.