

AALL/BLOOMBERG LAW CONTINUING EDUCATION GRANT PROGRAM

FAQ

Updated March 2023

Purpose: To provide grant opportunities for all AALL members, Chapters, SISs, Caucuses, Committees—each fall and spring—that encourage educational program development for all AALL entities.

Process: Complete the online application by the deadline. All completed applications are reviewed by the appropriate jury. Grant recipients will receive an award email from AALL headquarters and a follow-up email with award details and recipient responsibilities. Grant monies are disbursed after the program, so please keep all relevant program receipts. A disbursement form, including program invoices and receipts, must be submitted to receive grant funds.

The AALL/Bloomberg Law Continuing Education Grant is not intended to fund the entire cost of hosting the program. It provides supplemental support. If you are unsure of the exact amount of revenue that will be available to fund your programs from non-AALL sources, please provide an estimated figure. Budgets must be submitted with every application.

WHO CAN APPLY FOR THE CONTINUING EDUCATION GRANT?

All AALL members, Chapters, SISs, Caucuses, and Committees can apply for this grant.

WHAT CAN GRANTS BE USED FOR?

WHAT IS THE PURPOSE OF THE CONTINUING EDUCATION GRANT?

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

I FOUND A FANTASTIC PRODUCT THAT IS USED IN MY LIBRARY. CAN I GIVE A PROGRAM SHOWCASING THAT PRODUCT?

No. The grant cannot be used to promote vendors or vendor products.

I WANT TO BRING IN A SPECIAL SPEAKER FOR MY CHAPTER'S ANNUAL MEETING. CAN I APPLY FOR A GRANT FOR THIS?

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

I AM A MEMBER OF AALL AND WANT TO TRAVEL TO A WORKSHOP/CLASS. CAN I APPLY FOR A CPE GRANT?

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

FUNDING & BUDGETS

WHAT EXPENSES WILL THE CONTINUING EDUCATION GRANT COVER?

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

WHAT EXPENSES WILL THE CONTINUING EDUCATION GRANT NOT COVER?

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

HOW WILL THE FUNDS BE AWARDED?

You will receive an email notifying you of the award. A follow-up email from AALL headquarters will provide award details and recipient responsibilities. Expenses are reimbursed after the program. A disbursement form, including invoices and receipts, must be completed to receive grant funds. In exigent financial circumstances, a partial disbursement of funds is possible prior to the program if proper documentation, such as invoices or receipts, is provided. AALL has specific funding and auditing requirements that must be followed to ensure the program is delivered as promised. Full disbursement will be made after the recipient's responsibilities (as outlined on the website) are met.

MY SPEAKER IS AN AALL MEMBER. CAN I USE THE CONTINUING EDUCATION GRANT TO PAY THEM AN HONORARIUM?

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

MY SPEAKER ISN'T AN AALL MEMBER. CAN THE CONTINUING EDUCATION GRANT BE USED TO COVER THEIR EXPENSES?

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

DO I HAVE TO CHARGE A REGISTRATION FEE?

It depends. The grant is designed to supplement the program's available budget. A registration fee is encouraged for in-person programs as they may incur additional costs. A registration fee gives the program value, helps support its funding, and commits people to attend. However, some programs, such as a one-hour program or half-day virtual presentation, may not require a registration fee if the grant and any other financial support cover the cost of administering the virtual program.

WHY DO I NEED TO LIST SPONSORS OR OTHER SOURCES OF REVENUE?

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

WHAT IF I AM AWARDED A GRANT FOR A CERTAIN AMOUNT AND UNEXPECTED EXPENSES ARISE?

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

WHAT IF I DON'T KNOW THE EXACT AMOUNTS OF REVENUE THAT WILL BE SUPPLIED BY OTHER SOURCES?

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

DO I NEED TO KEEP RECEIPTS OR INVOICES?

Yes. After completing your program, all receipts and invoices must be submitted with your disbursement form.

TECHNOLOGY

DOES MY PROGRAM HAVE TO BE RECORDED?

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 and broadcasting costs.

I WOULD LIKE TO HAVE A PODCAST PROGRAM, BUT I DON'T KNOW HOW TO PODCAST. CAN I HIRE AN OUTSIDE FIRM TO DO IT?

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

DO I NEED TO ACKNOWLEDGE AALL AS A SPONSOR OF MY PROGRAM?

Yes. One of the conditions of the grant is that you include the Continuing Education Grant in all marketing (including email and other electronic announcements of the program) and registration materials. The following tagline must be used with or without the AALL logo and should be included in the program's opening remarks: *This program is made possible by a grant from the AALL/Bloomberg Law Continuing Education Grants Program.*

DO I NEED TO POST MY EVENT ON AALL'S CALENDAR OF EVENTS?

Yes. You will send AALL headquarters information about the program to post on the [Calendar of Events](#). 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.

ARE PAPER EVALUATION FORMS REQUIRED FOR MY PROGRAM?

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

I RECEIVED A GRANT AWARD LAST YEAR FOR A PROGRAM. MY PROGRAM WAS WILDLY SUCCESSFUL, AND I WOULD LIKE TO REPEAT IT AGAIN. CAN I REAPPLY FOR A GRANT?

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

WHAT HAPPENS IF I FAIL TO SUBMIT A FINAL REPORT AS REQUIRED BY THE TERMS OF THE GRANT?

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

ADDITIONAL QUESTIONS



230 West Monroe Street, Suite 2650
Chicago, IL 60606

312.939.4764

www.aallnet.org

WHAT IF I HAVE OTHER QUESTIONS THAT ARE NOT COVERED HERE?

Contact the Chair of the AALL/Bloomberg Law Continuing Education Grant Jury or the AALL Director of Education and Learning.