

# ELPA Mini-Grant Application

ELPA has allocated student fee monies for activities related to professional development, research, and presentations.

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

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: \_\_\_\_\_ E#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Degree: \_\_\_\_M.Ed. \_\_\_\_Ed.D. Month/Year of Graduation: \_\_\_\_\_

Total amount requested: \$ \_\_\_\_\_

## 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

*\*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? \_\_\_\_\_

If yes, please indicate the source and amount of funds: \_\_\_\_\_

## Description of Request

## Request Procedures

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

### Travel

- A completed [ETSU Travel Authorization Request](#)
- Documentation of lodging rates (from conference information, email, etc.)
- [Enterprise trip optimizer results](#) if requesting mileage
- Documentation of airfare

### Licensure Reimbursement

- Evidence of successful completion of the administrative license (screenshot or other copy of results)
- A copy of the receipt for exam fees.

**Submit this mini-grant application and any supporting documentation to [christiang@etsu.edu](mailto:christiang@etsu.edu) and [ELPA@etsu.edu](mailto: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](mailto:christiang@mail.etsu.edu).