



Administrative Personnel Association Certification Grant Application For Hosting One Day Seminars

INSTRUCTIONS

- 1) Fill out this form completely.
- 2) Send the form with the seminar information to your regional certification chair a minimum of 30 days before the event.
- 3) The regional certification chair (within 10 days of receipt) will approve, sign and date the application and forward to the National Certification Chair for approval.
- 4) The National Certification Chair, if approved, will forward to the National Treasurer to issue a check within 30 days of receipt of the application. The National Certification Chair will also send a copy of the approved application to the applicant, regional certification chair and regional president.

PLEASE NOTE: LIMIT-ONLY ONE GRANT APPROVED ANNUALLY PER APPLICANT

Host or Sponsor of Event

Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Region _____ Amount Requested _____
(\$100 Limit)
Make Check Payable to: _____

Reason for Grant Request

Official Signatures

Host/Sponsor _____ Date _____
Regional Certification Chair _____ Date _____
National Certification Chair _____ Date _____

Accounting Use Only

Date Approved _____ Amount Approved _____ Date Check Sent _____