

**Subject:** Educational Grant Application for APIC MN Members, Criteria & Instructions

**Effective Date:** 2000

**Approved by:** APIC MN Board of Directors

**Reviewed by:** Director at Large # 1

**Last Review/Revise:** 12/2010

**PURPOSE:**

To provide financial support for educational offerings for APIC MN members.

**POLICY:**

1. The Board will determine the availability and dollar amount of APIC MN funds available to support education grants to current APIC MN members each year during the annual budget process.
2. The maximum amount of grants will be \$100.00 per member per calendar year and will be distributed on a "first come, first serve" basis determined by date of postmark.
3. If grant funding is limited in any calendar year, the APIC MN Board may restrict APIC MN members who attend National APIC through APIC MN sponsorship from receiving Educational Grant funds for that calendar year.
4. Members receiving an education grant must comply with the requirements below as a condition of receipt and to maintain the tax exemption status of APIC MN.:
  - Grant money must be used for tuition for educational offerings provided by any of the following:
    - APIC or APIC chapters
    - State or Local Departments of Health
    - Other sponsors (i.e., SHEA). where the primary content of the program is focused on infection prevention or infectious diseases
    - EXCLUSIONS: APIC MN Fall Conference (which members can attend at a discounted rate).



- Applicants must submit a paragraph highlighting an idea or concept of value to APIC members to be published in an issue of *News & Views* or to be presented as a poster during the APIC MN Fall conference following the educational offering.
  - Submissions for articles or poster presentations must be **completed by the end of the calendar year** in which the education program was attended.
5. The Board shall maintain final authority for approval when there are questions regarding appropriateness of any particular program.
  6. Grant recipients who do not fulfill the requirements may be asked to refund the grant funds received and/or will become ineligible for future grant funds. This decision will be made by the Board.
  7. If an applicant is unable to attend the offering for which the funds have been granted, the full amount of tuition granted will be returned to the treasurer.
  8. An annual list of grant recipients shall be published in *News and Views* and included in the annual report from *News and Views*.

#### **BOARD OVERSIGHT**

The treasurer and the *News and Views* editor will be responsible for the promotion and oversight of Educational Grants.

#### **PROCEDURE:**

1. The applicant will copy and complete the online “Educational Grant Application” form and submit completed education grant application form to APIC MN treasurer. Contact information for Treasurer and the Educational Grant Application form are available on APIC MN website.
2. The Treasurer will review and approve or deny the application. Questions regarding applicant eligibility will be directed to the Board for discussion and final approval.
3. The Treasurer will notify the applicant of approval or denial of the application. When the application is approved, the Treasurer will send a check to applicant.
4. The check will serve as notification of approval.
5. Applicant will attend the education session.
6. The Applicant will write a summary about the educational session and submit it to the editor of the *News and Views* or will present a poster at the APIC MN fall conference.

#### **ATTACHMENTS & RELATED FORMS:**

Educational Grant Application Form