

**AAZK Conference Latin American Travel Grant**

**Submission Instructions and Requirements**

* Grant application deadline:
	+ **January 1** of the calendar year for consideration.
* Once completed, the application should be emailed to the International Outreach Committee (IOC) Chair, Yvette Kemp, at Yvette.Kemp@aazk.org
If this is not possible, 2 hard copies should be mailed to the Chair to the address indicated on the application.
* Late or incomplete applications will not be considered for review.
* The Professional Development Grant Committee and the International Outreach Committee will review all applications.  The Grant finalist will be notified by the first week of March.  However, the committees reserve the right to extend this deadline if deemed necessary.
* Grant Sum:
	+ Total of $2,000 is available annually
* The committees reserve the right to split the funds among applicants if applicable.

**Application Instructions**

The Grant Application Form can be acquired from the AAZK website ([www.aazk.org](http://www.aazk.org)) or by contacting the International Outreach Committee Chair.

* Applications will be accepted for travel to only attend the AAZK National Conference.
* Application needs to be filled out completely including:
	+ AAZK National Conference to be attended
	+ Dates of travel
	+ Amount being requested
	+ How grant will benefit the applicant and their facility
	+ Current job, years of experience, and certifications/awards
* Resume should be current and complete.  It should be submitted digitally.  If this is not possible it can be attached to the original application being mailed to the Committee Chair.
* Relevant References/Letters of Support:  Three (3) letters of support should submitted with application.  These should be submitted digitally via email to the IOC Chair.  If they cannot be sent digitally then attach the letters to the original application that will be mailed to the IOC Chair.

**Grant Details:**Upon being awarded the grant, the following rules and schedule must be adhered to:

* Your name is the account identifier whenever transactions with AAZK Administrative offices are made.
* Funds are allocated on a reimbursement basis only and are subject to approval by the Chief Executive Officer of the AAZK.  Original receipts should be sent to the AAZK Administrative Offices with your name on each as an identifier along with an address to send the reimbursement to.  A copy should be sent to the IOC Chair.  Receipts will be reviewed within ten working days.  Approved reimbursements will be allocated after the review process is complete.
* Reimbursement can also be received at the conference if receipts are submitted and approved during the conference.
* Grant recipient will be asked to write a report on the conference for the AAZK *Animal Keepers’ Forum*.  This will be sent to the Editor of the Forum.  A copy of this report should also be sent to the International Outreach Committee Chair.  Recipients are encouraged to similarly report to their institution.
* Members who have been awarded this grant CANNOT reapply for twelve (12) months.
* Applicants not awarded any part of the Grant fund will be permitted to apply for any of the grants available upon the next date of submission.
* Applicants awarded any or all of the Grant fund will be permitted to apply for any of the grants available upon the next date of submission with the exception of the Grant they were awarded, unless it has been twelve (12) months.
* Applicants not awarded any part of the Grant fund will be notified within 30 days of the Board’s decision or by March 10th, whichever is earlier.  However, the committee reserves the right to extend this deadline if deemed necessary.

All forms can be found and printed off the AAZK website.

 [www.aazk.org](http://www.aazk.org)

All submissions and questions should be sent to:

Yvette Kemp, Chair

 AAZK International Outreach Committee

 P.O. Box 632984

 San Diego, CA 92163

 Yvette.Kemp@aazk.org