

AAZK Conference Latin American Travel Grant Submission Instructions and Requirements

- **Grant application deadline:**
 - **November 15** of the previous 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
- 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) or by contacting the International Outreach Committee Chair and Committee Members.

- Applications will be accepted for travel to only attend the AAZK National Conference.
- The application needs to be filled out completely, no exceptions.
- **Letters of Support: Two (2) digital letters of support should be submitted directly to the IOC Chair at Yvette.kemp@aazk.org prior to the application deadline (November 15) by the author of each of the letters.**
 - Letters should include the following information:
 - Name and relationship to applicant of letter author along with author's email address
 - Grant applicant's name, title, and facility
 - Length of time the sender has known the applicant
 - Any recommendable qualities applicant may have
 - Reason why the sender believes applicant should be considered for the grant

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 (CEO) of the AAZK.

- Original receipts with your name on each as an identifier along with an address as to where to send the reimbursement should be sent to the IOC Chair who will then submit receipts to the AAZK Administrative Offices CEO (*this is what we have been doing since the LATG began*).
- Receipts will be reviewed within ten working days. Approved reimbursements will be allocated after the review process is complete.
 - Reimbursements may be deposited into the recipient's established PayPal account, given as Visa cash cards, or similar since U.S. checks cannot be cashed in foreign countries.
 - Due to financial necessity for the recipient to be able to participate, reimbursements may be given as recipient turns in expense receipts. (*this is what we have been doing since the LATG began*).
- Reimbursement can also be received at the conference if receipts are submitted and approved during the conference and CEO is notified ahead of time so that reimbursement amounts may be brought to the conference. (*this is what we have been doing since the LATG began*).
- Grant recipient will be asked to write an article regarding their experience at the conference for the AAZK *Animal Keepers' Forum*. This article will be sent to the International Outreach Committee Chair, who will then forward it to the Editor of the Forum in both English and Spanish. Recipients are encouraged to similarly report to their institution. (*this is what we have been doing since the LATG began*).
- 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 **February 15th**, 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 at www.aazk.org

All submissions and questions should be sent to:

Yvette Kemp, Chair
 AAZK International Outreach Committee
Yvette.Kemp@aazk.org