

final invoice, a summary of the educational or training program's objective, a course description and a final list of attendees with IAWP membership verified.

***Note for both A and B:** If the program is an IAWP-agency cosponsored initiative, a copy of the joint training proposal also must be submitted as part of the required documentation. When payments must be made to the provider, the chapter/subchapter must provide an invoice that includes the provider's complete mailing address. If grant monies are being provided as reimbursements to individual participants, the chapter or subchapter is responsible for distribution.*

W. Scott Boyd Grant Applicant Checklist

- Application will be received by the IAWP Administrative Office no later than 90 days after the program's completion.
- Application is submitted by an eligible IAWP chapter or subchapter.
- Membership requirements have been met for the appropriate grant amount requested.
- Total per-chapter grant ceiling has not been met.
- Educational or training program is provided by a qualified instructor; an accredited institution (college, university, community college or business school); or a recognized professional or consulting organization.
- Amount requested is not used: A. For an IAWP institute or convention. B. For routine in-service training provided by an agency trainer(s).
- Required Documentation is included for processing and payment.

For Up to 50-Percent Advance Payment:

- A. Written request for advance.
- B. Expense breakout of costs the advance will cover.
- C. Summary of educational or training program's objective.
- D. Course description.
- E. Preliminary list of attendees with IAWP membership verified.
- F. If applicable, a copy of the chapter-agency joint training proposal.

For Reimbursement (full or remaining amount):

- A. Educational provider's final invoice with complete mailing address.
- B. Summary of educational or training program's objective.
- C. Course description.
- D. Final list of attendees with IAWP membership verified.
- E. If applicable, a copy of the chapter-agency joint training proposal.
- Application is approved and signed by chapter (not subchapter) president. This signature recommends grant approval and verifies participants' membership status.

W. Scott Boyd Grant Application

Applying Chapter/Subchapter: Complete Items 1-8; sign and send to your chapter (not subchapter) president. Chapter President: Review application, verify membership status, check documentation, sign Item 9 and forward to the IAWP Administrative Office. Important: The Administrative Office must receive grant applications NO LATER THAN 90 DAYS after the program's completion.

1. Applying Chapter/Subchapter: _____ President: _____

Address: _____
Street or PO Box, City, State, Zip

Office Phone: () _____ Home Phone: () _____

2. Name of Educational Provider: _____

Address: _____
Street or PO Box, City, State, Zip

3. Program Title: _____

4. Program beginning date: _____ Program ending date: _____

5. Total IAWP Members Participating: _____ Total Participants: _____

6. Total Amount Requested: _____ Is 50-Percent Advance Needed? _____

7. Send Advance to: () Chapter or Subchapter or () Educational Provider

8. Select only one of the payment options below and include all documentation listed.

A. 50-Percent Advance Payment

1. Written request for advance.
2. Expense breakout of costs advance will cover.
3. Summary of program's objective.
4. Course description.
5. Preliminary list of attendees with IAWP membership verified.
6. If applicable, copy of chapter-agency joint training proposal.

B. Reimbursement (full or remaining)

1. Provider's final invoice.
2. Summary of program's objective.
3. Course description.
4. Final list of attendees with IAWP membership verified.
5. If applicable, copy of chapter-agency joint training proposal.

9. Chapter President's Signature: _____ Date: _____

For Administrative Office Use Only

() Approved Date: _____ Advance \$ _____ Check #: _____

() Denied Date: _____ Final Payment \$ _____ Check #: _____

ID#: _____ Signature: _____ Date: _____