



# AALL/BLOOMBERG LAW CONTINUING EDUCATION GRANT PROGRAM

## FAQ

*Updated June 2024*

## FUNDING & BUDGETS

Grant funding varies annually depending on funding sources, but historically grant recipients are awarded up to \$500-\$2,500 each grant cycle. This is dependent on the number of applicants and funds available.

The grant money will cover expenses directly affecting the program, such as room rental, speaker travel fees, and recording/broadcasting of the program.

The grant money will not cover food, advertisement, vendor-specific programming, or gifts for speakers.

You will receive an email notifying you of the award. A follow-up email from AALL headquarters will provide award details and recipient responsibilities. Expenses are reimbursed after the program. A disbursement form, including invoices and receipts, must be completed to receive grant funds. In exigent financial circumstances, a partial disbursement of funds is possible prior to the program if proper documentation, such as invoices or receipts, is provided. AALL has specific funding and auditing requirements that must be followed to ensure the program is delivered as promised. Full disbursement will be made after the recipient's responsibilities (as outlined on the website) are met.

No. However, it is acceptable to use the grant to cover speaker travel expenses, such as airline tickets, hotel, and ground transportation costs.

Yes. The grant money can be used for speaker travel expenses, such as airline tickets, hotel, and ground transportation costs. Reasonable honorariums for non-AALL speakers are also allowed.

It depends. The grant is designed to supplement the program's available budget. A registration fee is encouraged for in-person programs as they may incur additional costs. A registration fee gives the program value, helps support its funding, and commits people to attend. However, some programs, such as a one-hour program or half-day virtual presentation, may not require a registration fee if the grant and any other financial support cover the cost of administering the virtual program.



reflects your needs. Get copies of preliminary invoices and bills for costs in writing and include these numbers in your budget.

Provide an estimated figure. A budget must be submitted with the application. The jury needs to know the specific expenses involved in the grant's use.

Yes. After completing your program, all receipts and invoices must be submitted with your disbursement form.

## TECHNOLOGY

No. AALL encourages recipients to record **programs** if they are interested and able



## ADDITIONAL QUESTIONS

Contact the Chair of the AALL/Bloomberg Law Continuing Education Grant Jury or the AALL Director of Education and Learning.