

# REDWOOD SERVICE CENTER COUNCIL CTA/NEA

## CONFERENCE/WORKSHOP Grant APPLICATION

TO APPLY for Grants, EMAIL completed form to [rsc@cta.org](mailto:rsc@cta.org)  
or MAIL to: RSCC Conference Grants | 2490 Guerneville Road, Santa Rosa CA 95403  
*Chapter or applicant is responsible for event, hotel, and travel arrangements/reservations.*  
*Please see reverse side of this page for Grant Criteria.*

CHAPTER NAME		# OF CHAPTER MEMBERS	
APPLICANT NAME		CTA MEMBER #	

### APPLICANT CONTACT INFORMATION

ADDRESS			
CITY		ZIP CODE	
PERSONAL EMAIL		CELL NUMBER	
ETHNIC MEMBER	YES   NO	ESP MEMBER	YES   NO
APPLIED FOR A CTA GRANT FOR THIS CONFERENCE		YES   NO	

*IMPORTANT: PLEASE NOTIFY RSCC IF YOU ARE AWARDED A CTA GRANT*

### CONFERENCE INFORMATION APPLYING FOR

CONFERENCE NAME			
CONFERENCE DATE			
FIRST TIME ATENDEE	YES   NO	IF NO, # OF TIMES ATTENDED	YES   NO

*Applicants will be notified of RSCC's receipt of this application and notified of RSCC's decision on the Grant awards. Remember, if you are awarded the RSCC Grant you must do the following to receive the Grant payment:*

\*Deadline for Filing Claims: All claims must be filed within thirty days of the end of the month in which they are incurred. An additional thirty-day period may be granted for extenuating circumstances set forth in a letter of explanation and filed with the claim.

\*Requests for expense reimbursement (not to exceed the allotted Grant amount – see Criteria on back) must be made on the RSCC Membership Expense Statement (will be provided), include receipts and the event registration form, and mailed to the RSCC Treasurer.

\*Grant checks not cashed within 6 (six) months from date of issue will not be honored.

*Expenses that exceed the awarded amount must be personally covered or covered by arrangement you make with your local.*

