

**DISCRETIONARY LEGISLATIVE GRANT APPLICATION**

**2019-2020**

**(Please submit a copy of this application electronically to the NATA District GAC Representative)**

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|   |
| Name of State Association |
|   |
| Name and Title (Association Position) of Person Completing Application |

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Name and Title (Association Position) of Person to whom the check will be sent at the address listed below.

|  |
| --- |
|   |
| Address |
|   |   |   |
| City | State | Zip |
|   |   |
| Phone | Email |
| Amount of Grant Request: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*\*REQUIRED, application will not be considered without this information.In order to assist the GAC in determining the priority of the request, please provide the following information as accurately and thoroughly as possible. Incomplete applications will be returned with a request for any clarification or additional information that is needed to provide a thorough and adequate review by Committee Members: |
| 1. **Demographic Information** – Complete demographic questions. (Section 1 below) **Please note that you will not receive a legislative grant unless your organization is tax exempt under IRS Code 501(c)(6).**
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| 1. **Purpose and Work Plan** – Explain the components of your work plan. (Section 2 below)
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| 1. **Proposed Legislation** – Attach draft language of any proposed legislation.
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| 1. **Budget** – Complete and attach the *NATA Financial Worksheet for the Discretionary Grant Application.*
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| **Section 1. Demographic Information:** |
| a. | **Is your Association a 501(c)(6)**\*\*- if yes, please attach a copy of the IRS confirming this classification | Yes\_\_\_\_ | No\_\_\_\_ | Date awarded\_\_\_\_\_\_\_\_\_\_\_\_ |
| b.  | **EIN (Employee Identification Number)** |   |
| **c.** | **Association President:** |
|  |   |
|  | Name |
|  |   |   |
|  | Email | Phone # |
| d. | **Association Treasurer:** |
|  |   |
|  | Name |
|  |   |   |
|  | Email | Phone # |
| e. | **State Legislative Committee (list):** |  |
|  | Chair: |   |
|  | Member: |   |
|  | Member: |   |
|  | Member: |   |
|  | Member: |   |
|  | Member: |   |
|  | Member: |   |
| f. | **Lobbyist: ATTACH COPY OF SIGNED CONTRACT** |
|  |   |
|  | Name |
|  |   |
|  | Firm (if applicable) |
|  |   |
|  | Address |
|  |   |   |
|  | Email | Phone # |
|  |  |  |

**g. Association Membership Information (Please contact the NATA if you are in need of this information).**

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Number of MembersState Association SAAC Classification

**Section 2. Purpose and Work Plan** – Include the requested information in the space provided.

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| a. Explain the issue. |

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| b. Summarize the history of the issue. |

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| c. Explain your strategy (ensure all proposed expenditures are reflected in this section). |

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| d. Describe the anticipated opposition. |

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| e. List organizations that will actively support this legislation. |

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| f. Describe membership involvement in state legislative activities. |

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| g. Additional comments if desired. |

**Section 3. Attach draft language if applicable.**

**Section 4. Attach Financial Worksheet.**

**Section 5. Submission of Receipts and Supporting Documentation.**

Grant monies will only be distributed upon submission of receipts and supporting documentation of activities that occurred between **July 1, 2019 and June 30, 2020**. All receipts and requests for grant dollars must be received by **June 1, 2020.**

Please note that all expenses must be supported by documentation including date of the event, location of the event, agenda (if applicable), a list of attendees and itemized receipts. Failure to provide these documents may result in the delay or denial of reimbursement.

By placing your initials below, you acknowledge that you have read and understand this requirement for grant funds disbursement.

 I understand that all receipts and supporting documents are due to the NATA office by June 1, 2020 and that failure to submit will result in a forfeiture of grant funding for the 2019-2020 year.

 I agree that all grant award money is contingent upon submission of bi-annual state reports to my GAC Representative, consultation with a NATA staff member (as coordinated by the GAC Representative) and evaluation of past fund utilization.

**Section 6. The following must be completed if you wish to be eligible for a matching grant.**

If a discretionary grant is not available to us, we would like to apply for a matching grant. (No separate application is required; you will be contacted if fundraising documentation is required.)

 **YES NO**

**APPENDIX A**

Applications must be submitted electronically to the District GAC representative, who will forward the completed application to Manager of State Government Affairs. If you have questions, please contact your District GAC Representative or

Deanna Kuykendall at the NATA at 972-532-8803 or deannak@nata.org.

As indicated in section 5 above, grant monies will only be distributed upon submission of receipts and supporting documentation. The following are examples of items that would typically be considered reimbursable (with receipts and documentation) and non-reimbursable. Any extraordinary or unusual expenses may require additional justification. These are intended to only serve as examples and the following lists are not exhaustive. Please note that all reimbursable funds must be utilized for governmental affairs activities only. Items may require additional documentation upon request.

Reimbursable items may include:

* Printing/copying expenses
* Educational Materials (brochures, leave-behinds)
* Conference Calls
* Meals with legislators
* Travel (Lodging, Transportation) for legislative meetings and state hill day
* Office supplies utilized for legislative purposes
* Lobbying firm fees
* Grassroots organizations
* Coalition building
* Legislative information flyers

Non-Reimbursable Items may include:

* Any item without a receipt
* Any meal without a list of attendees
* Meals for GAC Committee Members (unless it is reimbursing a meal with a legislator)
* GAC personal expenses not directly related to legislative efforts
* Advocacy Software Systems
* Any item or activity that is not legally allowable

Items that would require pre-authorization by NATA staff will include:

* Promotional items
* Event tickets
* Legal fees
* Consulting fees
* PR firms
* Additional lobbying firms
* Other items identified during the application review process may require additional documentation and/or justification be provided prior to authorization.

**Fund disbursement and documentation guidelines for discretionary grants:**

Discretionary grants are disbursed based on expenditures and will not be released until receipts are submitted to the NATA Manager of State Governmental Affairs (NATA-GA Manager). Documentation should be sent electronically to the NATA-GA Manager at the NATA offices. If you are facing a large expense that requires a more immediate release of funds please coordinate the submission of these individual receipts with the NATA offices. Please cc the District GAC on all communications.

Please allow two weeks for processing. If there are cash flow issues, seed money may be made available. **ALL RECEIPTS AND DOCUMENTATION MUST BE PROVIDED BY JUNE 1, 2020.** Sample documentation form is provided on the 2nd tab of the financial worksheet.