AALS Section on Clinical Legal Education

APPLICATION FOR FUNDING ASSISTANCE

***The Executive Committee of the AALS Section on Clinical Legal Education offers financial assistance for conferences or other initiatives that promote clinical legal education. Regional and subject-specific gatherings energize and support clinicians in their work as teachers, scholars, and advocates. They also provide an opportunity for networking that might not otherwise be available to clinicians who cannot travel to the Section’s annual conference. Creative or original projects that reach clinical educators and/or serve underrepresented populations are also eligible for funding. We look forward to receiving your application for the Section’s financial support.***

**NOTE: Applications and supporting materials must be submitted electronically to the Treasurer of the Section, at least 60 days prior to the event or expenditure for which funding is sought. Currently, the Treasurer is Susan Hazeldean (susan.hazeldean@brooklaw).**

**If you are applying for Conference funding, complete Parts A & C below. If you are applying for Project funding, complete parts B & C below.**

**A. Request for Conference Funding: Please provide the following information:**

1. Conference Organizer/Contact

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Host Entity (if applicable)

 Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3. Conference Location (if different from #2)

 Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. Conference Date(s) and Time(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. If available, provide with this application copies of or electronic links to any conference promotional or educational materials. Set out below the conference title and/or briefly describe the conference theme(s) or goal(s).

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6. Describe the geographical region or subject areas you anticipate will be served by conference **OR** list the law schools or clinical practice areas the conference organizers are targeting for conference attendance.

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7. Provide an estimate of the number of clinicians you hope will attend the conference:

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8. Describe how your conference will advance clinical legal education. Priority will be given to: applications that reach the greatest number of people; applications that reach and support clinicians or client populations that are traditionally underserved or underrepresented; and applications that present novel, unique, important, or timely opportunities.

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9 Please state whether your conference is scheduled for a time at or near another conference intended for clinical legal educators. If so, provide details.

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10. If you are seeking funding for the travel costs of a non-AALS affiliated speaker, please attach a brief biography of the speaker. Below please provide the speaker’s name, city of residence, and an estimate of the travel costs for which you anticipate seeking funding.

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**B. Request for Project Funding: Please provide the following information:**

1. Project Contact

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Host Entity (if any)

 Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3. Describe in detail the nature of the project and anticipated outcomes:

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4. Timeframe for completion/implementation of project:

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5. Describe how your project will advance clinical legal education. Priority will be given to: applications that reach the greatest number of people; applications that reach and support clinicians or client populations that are traditionally underserved or underrepresented; and applications that present novel, unique, important, or timely opportunities.

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6. Please set forth whether your proposed project is similar to or duplicative of other initiatives/projects or if it is intended to reach or serve a similar population as other projects. Please provide details.

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**C. Budget Information (to be completed for all applications)**

1. Submit with this application a detailed conference/project budget. The budget should include the following items, at a minimum:

 - All anticipated out-of-pocket outlays, whether reimbursable by the Section or not (e.g. meals, room usage fees, printing, postage, A/V expenses, honoraria, production costs, web hosting, research resources, software/hardware costs, administrative costs, etc.), itemized and totaled. **Note:** AALS will not reimburse travel expenses for the faculty member of any law school, nor will it pay honoraria.

 - Itemization and valuation of in-kind expenses contributed by the host law school (e.g. room usage fees, A/V equipment, postage and printing, web hosting, administrative support, production costs, research resources, software/hardware costs, administrative costs, etc.), and total in-kind expenses;

 - itemized anticipated conference income (e.g. cash grants from non-host law schools, registration fees, grants from other entities), and total anticipated conference income.

Consult the AALS Section on Clinical Legal Education Funding Guidelines for more information about this requirement, including a sample budget. These materials can be obtained from the Section Treasurer or on the Clinical Section’s Communication Platform [log in at [https://connect.aals.org/p/co/ly/gid=85](https://connect.aals.org/p/co/ly/gid%3D85) ]

2. List below, with estimated cost, those specific conference or project expenditures for which you seek Section funding. (Consult the AALS Section on Clinical Legal Education Funding Guidelines for more information about this requirement.)

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3. Please describe all attempts have you made to secure other funding, including the results of such efforts.

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4. Can your law school offer any financial support? If so, please specify the type and amount of support is the school able to provide?

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***Questions 5 and 6 are for conferences only:***

5. The Section is interested in collecting and maintaining historical data regarding conferences. Please state whether this conference, or a clinical conference serving a similar region, set of law schools, or subject affinity group has occurred in the past. If you have access to information regarding a previous conference, please state when it occurred, what law school(s) sponsored it, the number of attendees, and the population it was intended to reach.

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6. Please state whether any conferences identified in response to Question 5 received Section funding. \_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Unknown

If so, please identify the conference(s) that received Section funding:

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7. By signing below you are confirming that you have read, understood and consent to the terms set forth in the AALS Section on Clinical Legal Education Guidelines for Funding Assistance, which were provided to you with this application. These terms include your agreement that if your application is approved:

 (a) The support of the Section will be acknowledged in any printed or electronic materials promulgated regarding, or as a result of, the conference or project with a statement to the following effect: “This conference/project is made possible in part through the support of the AALS Section on Clinical Legal Education.”

 (b) Upon request of the Chair of the Section Executive Committee or the Section Treasurer, the Section will be permitted to establish and staff a dues and/or information table at the conference in a location visible to and accessible by conference attendees, or at events relating to the project, if applicable.

 (c) You will provide to the Section Treasurer within 30 days of the completion of the conference/project:

(i) electronic copies of materials circulated at the conference or produced as a result of the project, for circulation by the Section Executive Committee or posting on the Section website, and

(ii) a brief report providing the following information regarding the conference/project:

 *For Conferences:*

- Number of persons in attendance

 - Final conference schedule identifying presenters and presentation or panel topics

 - Brief observations regarding successes achieved by the conference.

 *For Projects:*

- the number of people who have benefitted or will benefit from the work product generated by the project.

 (d) You understand that requests for reimbursement by the Section must be submitted promptly to the Section Treasurer [Lisa Martin (lvmartin@law.sc.edu] within 30 days after the completion of the conference or project, but, unless arrangements are made in advance with the Section Treasurer, in no case may requests for reimbursement be submitted to the Section Treasurer after May 15 of the academic year in which the conference occurred or the project was completed.

 (e) You understand that requests for reimbursement must be accompanied by

 (i) a final conference or project budget reflecting actual income and expenses (including “in kind” expenses) and identifying the line items for which reimbursement is sought; and

 (ii) receipts documenting the actual expenditure associated with each line item for which reimbursement is sought.

Date: \_\_\_\_\_\_\_\_\_\_\_\_ Conference/Project Organizer Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference/Project Organizer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Please Print)

Please check below to confirm that your application is accompanied by any of the following:

 \_\_\_\_\_ Detailed Budget (**MANDATORY**)

 \_\_\_\_\_ Non-AALS Affiliated Speaker Bio

 \_\_\_\_\_ Promotional Information

 \_\_\_\_\_ Educational Materials