

## **CHILDCARE GRANT PROGRAM**

Creating an inclusive conference is a priority of the Appalachian Studies Association. While all are welcome to attend the conference, we understand the financial burden of seeking child and/or dependent care during conference events. With this grant program, we hope to offset the cost of the conference for those with dependents. We have a limited amount of funding and submitting an application does not ensure a grant, however we encourage all those with childcare expenses to apply. The Appalachian Studies Association does not sanction or recommend childcare providers. Further, we do not assume responsibility or liability for childcare services of any sort. Selection of a care provider is entirely the applicant's responsibility.

During our first years of the pilot program, the Appalachian Studies Association will offer grants of up to \$100 USD in the form of reimbursement for documented expenses for childcare to assist ASA members who have these costs during the conference. The grants are intended to help offset the cost of childcare to support attendees with children attending the conference, however, attendees are wholly responsible for making their own arrangements for childcare. To apply, please send the information requested in the "Application" section below to Justin Ray Dutton (justinraydutton@gmail.com) **no later than February 14, 2024**.

\* The pilot program will only be to provide grants for childcare at the ASA Conference, based upon the terms of the generous donation we received that is funding this pilot program. It is the hope of ASA to continue this program and expand the grant to cover any dependents that attendees incur care provider expenses for while attending the conference. If you are interested in volunteering to help with this initiative or have suggestions on funding sources, please contact Justin Ray Dutton (justinraydutton@gmail.com or 304-685-0602).

### **Grant Eligibility and Terms:**

- Grant recipients must be ASA members and must be registered and attend the annual conference.
- During our pilot years, we are limiting applications to only one caregiver per family.
- Allowable expenses include babysitters (at the conference location or childcare at home), in-home caregivers or any childcare provider chosen by the applicant, and airfare/hotel costs for a caregiver to accompany the dependent to the annual meeting location (applicant must provide documentation of the childcare expenses as explained below).
- Not eligible for reimbursement are meals, onsite transportation, tickets to museums and other attractions, or other expenses not related to attendance at the meeting.
- Childcare funds cannot be used to fund travel or other expenses related to the attendee's participation in the meeting (including meeting registration or other expenses the attendee would already be incurring by attending the meeting).

- Funds cannot be used for travel or other expenses for the child or children, nor can applicants charge fees for themselves or for their spouse or partner providing care for the child or children.

Reimbursements will be distributed following the annual meeting. To receive the funds, recipients will need to complete an ASA reimbursement form (distributed with the award notification e-mail) and submit it with original receipts (including caregiver tax ID information) to the ASA office at the address noted on the reimbursement form. Reimbursement may be requested for eligible expenses up to the maximum amount of the grant (\$100). Receipts for reimbursement must be submitted within two weeks of the end of the conference. If they are not received, the grant will be awarded to someone else. Expenses over the award amount must be paid by the individual recipient. Funds will not be distributed prior to the conclusion of the annual meeting. Upon approval of expenses, the reimbursement may take 8-10 weeks to be processed. All awarded applicants will need to complete and submit an IRS W-9 form for payment to be issued.

Application materials: Please send the following information to Justin Ray Dutton (justinraydutton@gmail.com or 304-685-0602) no later than February 14, 2024. The email subject line should read: “ASA Childcare Grant Application,” and the information below can be submitted within the text of the email or as a word attachment. If there are issues with sending the information via email, please call Justin Ray Dutton (304-685-0602) to discuss alternative ways of submitting materials.

ASA members planning to attend the meeting can apply for a grant by completing and submitting the application form no later than 11:59 p.m. on February 14, 2024. Please note expenses must be documented by receipts no later than two weeks following the end of the conference.

1. First Name
2. Last Name/Surname
3. Institution/Organization/Affiliation
4. Phone Number
5. Email Address
6. Current Job Position/Title
7. Please share what you will be doing (presenting, performing, etc.) at the conference.
8. Have you received financial support to attend the conference from any other organizations?
9. Please write a short paragraph of application stating your needs and how the funds would be used.

We are currently working to transition from the pilot stage of the grant program to a more permanent program. If you are interested in creatively finding ways to ensure dependent and childcare is a priority of the ASA, please email Justin Ray Dutton: justinraydutton@gmail.com.