

**NAFSA Region II  
State Activity Grants**

**Purpose:** Region II strives to support the eight states within the Region and their activities that enhance outreach to those within the field of International Education at all levels. The purpose of the State Activity Grant is to provide funding for a state meeting/activity that benefits the mission of those working within the field of International Education. We encourage a creative approach when considering how to use these funds. All requests will be considered with a maximum amount of \$500 per state per year.

**Application:** The State Rep must submit this form by email to the Chair-Elect at least two weeks prior to the event. The Region II Executive Team will make the grant decision. If funded, payment will be in the form of reimbursement following the meeting, upon submission of proper receipts and the final event report.

State: \_\_\_\_\_ Name of State Representative: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Category for which you are applying (mark all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Webinar/Technology Support  | <input type="checkbox"/> Facility Rental         |
| <input type="checkbox"/> Presenter Travel Assistance | <input type="checkbox"/> Administrative Expenses |
| <input type="checkbox"/> Speaker Honorarium          | <input type="checkbox"/> Other: _____            |

- In the body of the email, please provide a description of the meeting/activity, and clearly indicate how the grant funds will be used.
- Use the budget form below as a guide, filling in amounts according to your event.

<b>Sample of Estimated Budget for a State Meeting</b>	
<b>Income</b>	
Registration income: \$ _____ /person, based on attendees	\$ _____
In-kind gifts (such as donated rental facility)	\$ _____
<b>Total Income</b>	<b>\$ _____</b>
<b>Expenses</b>	
Facility Rental	\$ _____
Food: \$ _____ /person	\$ _____
Marketing expenses	\$ _____
Speaker honorarium, awards and door prizes	\$ _____
Printing expenses	\$ _____
<b>Total Expenses</b>	<b>\$ _____</b>
<b>Grant Request Total (up to \$500)</b>	<b>\$ _____</b>

Signature of State Rep: \_\_\_\_\_ Date: \_\_\_\_\_