



## State Association Legislative Initiatives Grant

POLICY  
DESCRIPTION

### **BACKGROUND:**

The following policy describes the legislative grant program under which SEATA, Inc provides funds to state athletic training associations to further their legislative agendas. It is understood that a state's legislative cycle may not coincide with the SEATA, Inc. fiscal year. However, grant money is available *on a fiscal year basis* and applications must be received within the FY in order to be funded in that year. You are encouraged to work with the Governmental Affairs Manager at NATA to plan your legislative program and prepare your grant application.

### **GRANTS:**

The total annual budget for legislative grants may vary from year to year. SEATA, Inc. does not have the resources to be the sole source of funding necessary to support individual state legislative activity. States are expected to raise funds through dues, assessments, fundraising, or other means. SEATA, Inc. requires a full disclosure of the state's budget for legislative activities. States requesting a SEATA Legislative Grant must provide a copy of their NATA Legislative Grant Application.

Under special circumstances and upon approval of the SEATA President, states may receive funds in advance of expenditure in order to pay immediate expenses. Requests for grant advances will be addressed on an individual basis; state presidents will be notified of these requests.

These grants are made at the discretion of SEATA. The intention is to support the national legislative agenda through assistance to individual states. SEATA cannot serve as the sole financial support of state efforts, but will provide funds as generously as limited resources and competing requests allow. Early and frequent contact with the SEATA Finance Committee Chair will assure a smooth process.

Grants are available for proactive or reactive legislative efforts. First priority, however, will be for states seeking updates to their state practice acts (Tier 1 Activity). All other activities are Tier 2. Please use the attached application form.

#### **LEVEL I: Basic Grants**

All states that conduct legislative activities are eligible for a Basic Legislative Grant. Currently, the maximum grant amount is \$2,000. To be eligible for the Basic Grant, legislative activities or reimbursement efforts must be demonstrated and an application submitted. Although requests will be accepted until the end of the fiscal year, applicant states are encouraged to submit the request as early as possible. An activity report must be submitted by the state to the SEATA Finance Committee Chair within 6 months of the grant funding date. If grant funds are provided from the Basic Plus Matching Funds and/or Discretionary/Emergency Funds, the report should also address the utilization of these funds and results

#### **LEVEL II: Basic Grants Plus Matching Funds**

States that conduct extraordinary fundraising specifically for legislative purposes may seek a basic grant (\$2,000 max) "plus" additional funds, in the amount of their fundraising results, up to \$1,000 per fiscal year. The maximum amount of this grant level is \$3,000 per fiscal year. In order to be eligible for the "Plus" grant, funds must be donated by members, or through events organized and supported by members. The premise of the Plus grant is to complement the investment of SEATA members in their legislative and regulatory efforts.

At the conclusion of the fundraiser, a request may be made for a grant funds amount based on receipts, up to \$1,000. A list of contributors must be attached.



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### **LEVEL III: Discretionary/Emergency Grants**

As noted above, discretionary grants are available on a priority basis; states that must amend or “clean up” the licensure statute are given the highest priority (Tier 1). Grants will be awarded by the SEATA Executive Board based upon recommendation of the SEATA Finance Committee and must be requested in advance of activity or expenditure. Emergency requests will be handled on a case-by-case basis. Deadline for receipt of requests for discretionary grants is **December 1** of each year. Currently, SEATA funds have not been allocated for Discretionary/Emergency Grants.

States may use discretionary grant funds for lobbyist fees, travel expenditures, grassroots, coalition building, etc. Regular reports to SEATA (SEATA Executive Board and SEATA Finance Committee) are required. Acceptable expenditures include, but are not limited to:

- Lobbyist
- Informational brochures/fliers
- Expenses for “Athletic Training Day” at the state capital
- Legal interpretation of state laws
- Promotional giveaways for legislators allowed under applicable state statutes
- Travel and phone expenses of state members for/to legislative committee meetings, etc.

Requests for emergency funds will be reviewed on a case-by-case basis. Emergencies might entail, for example, an unexpected, short-term issue that required one-time travel to a regulatory agency or committee hearing to defend an existing practice act through testimony. The following criteria will be considered before providing discretionary or emergency funds. This is not an exhaustive list but is meant to be an example of criteria that will be used:

The state must show its commitment to the legislative effort by some of the following activities – fundraising, lobbyist contacts, and grassroots involvement.

- Routine reporting throughout the legislative session to the SEATA Executive Board. Reports may be made by including SEATA’s Finance Committee Chair on e-mails and other communications to state leadership and members, or on reports from the state lobbyist. The SEATA Finance Committee Chair will forward all reports to the SEATA Executive Board.
- SEATA and NATA input into legislative strategy.
- SEATA and NATA input into lobbyist selection process.
- Payment of expenses are based upon receipts/invoices\* received by SEAT

### **PROCEDURES**

#### 1. Application Process:

- a. JANUARY 1<sup>ST</sup>: The respective State President, or his/her designee, may complete a SEATA Legislative Grant Proposal Request by January 1<sup>st</sup> of the respective legislative year.
- b. Proposal requests must be submitted to the SEATA President ([seatapresident@gmail.com](mailto:seatapresident@gmail.com)) to ensure adequate and effective review and SEATA Board approval process of the proposal(s).



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3. Approval Process:
  - a. Each complete grant proposal request shall be reviewed by a Peer Review Team.
    - i. January 15<sup>th</sup>: Basic and Discretionary/Emergency Legislative Grant proposal(s) shall be reviewed by a SEATA Grant Review Team, consisting of the Chair of the SEATA Governmental Affairs Committee, SEATA Treasurer and President.
    - ii. Basic Grant Plus Matching Grant proposals shall be reviewed by a SEATA Grant Review Team consisting of the SEATA Treasurer and President. This review process is to be completed within two weeks of submission of fund request.
  - b. JANUARY 15<sup>TH</sup>: Once a grant proposal request is determined to be complete, the President shall obtain recommendations from members of the respective grant review team members by January 15<sup>th</sup> to be presented to the SEATA Executive Board.
  - c. With the recommendations from the grant review team, the President shall place the request on the Agenda of the next Executive Board conference call / meeting for formal approval.
  - d. FEBRUARY 15<sup>TH</sup>: Once approved by the Board, the SEATA President shall formally notify, via email, the respective State President and SEATA Treasurer of the approval of the legislative grant(S).
4. Reimbursement Process:
  - a. NOVEMBER 1<sup>ST</sup>: The designated State Association representative shall complete a Grant Reimbursement Request, in accordance with SEATA Travel Reimbursement Policy, and submit the following documentation to the SEATA Treasurer by November 1<sup>st</sup> of the legislative year:
    1. SEATA Travel Expense Report (if applicable)
    2. Receipts for all reported expenses
    3. Legislative Imitative Report
  - b. Basic Grant Pus matching funds request must be submitted within 30 days after the fundraising event to the SEATA Treasurer. A list of contributors must be attached.

### DEADLINES

The SEATA, Inc. fiscal year ends December 31<sup>st</sup> of each year, and reimbursement/fund requests for basic, basic plus and/or emergency grants may be made up to November 1<sup>st</sup>. However, as previously indicated, discretionary grants *must be approved in advance*. The SEATA Finance Committee advises applications be prepared well in advance and no later than December 1. Disbursements can be made when receipts are provided but must be submitted no later than December 31<sup>st</sup>.

### FUND DISBURSEMENT:

If approved, funds will be sent to the application's signatory. Please allow a minimum of two weeks to process an application. The SEATA Finance Committee Chair will also notify the state president and treasurer that the funds have been sent.