



BUREAU OF ALCOHOL EDUCATION

**MINI-GRANT APPLICATION AND
INSTRUCTIONS**

Section I – Introduction

The Pennsylvania Liquor Control Board (PLCB), Bureau of Alcohol Education, is awarding eligible Pennsylvania organizations \$500.00 “mini-grants” to attend the *2019 International Town & Gown Association’s City & University Relations Conference (ITGA)* in State College, Pennsylvania from May 19 through May 22, 2019. This year, the conference theme is *Collaborate/Adapt/Change: Evolving Together to Grow a Thriving Community*.

The ITGA is the premier resource for addressing challenges, emerging issues and opportunities between and amongst institutions of higher education and the communities in which they reside. Specifically, the ITGA helps communities plan strategic responses, enhance the university-community relationship and develop good practices within their local community context.

Additional conference information may be found at <https://www.itga.org/Conference/2019>.

Section II – Eligibility

A. Applicants

The PLCB will accept applications from the following:

- Pennsylvania institutions of higher education
- Campus security and police departments
- Municipal police departments that have jurisdiction to patrol off-campus property owned by the institution or adjacent to it
- Municipal representatives from college towns

B. Use of Funds

Funding is provided to assist eligible applicants with the costs associated with ITGA conference attendance. Use of funding is limited to conference registration fees and costs related to conference travel. For guidance on acceptable travel costs that may be paid with mini-grant funds, please see [Commonwealth Travel Policy](#). Funds will be disbursed prior to the conference; however, all grant recipients will be required to submit written documentation supporting all costs paid with the mini-grant funds.

Section III – Application Procedures and Procedures for Accessing Funds

1. Applications will be accepted and evaluated on an ongoing basis, with awards made to eligible applicants for as long as the designated funds are available.
2. Applicants must complete all fields in this Mini-Grant Application and submit it electronically to ra-lbeducation@pa.gov by March 8, 2019.
3. Selected applicants will be required to register with PLCB’s Supplier Unit in order to receive grant funds. Registration instructions will be sent to selected applicants no later than March 15, 2019.
4. Questions and inquiries should be directed to ra-lbeducation@pa.gov.

Section IV –Proof of Attendance, Limitations and Penalties

1. Along with post-conference submission of cost documentation as outlined in section II(B) above, the PLCB will require all grant recipients to submit proof of attendance at the conference. Acceptable forms of proof of attendance will be set forth in detail in a covering communication to be sent with the funds disbursement or shortly thereafter.

2. Failure to attend the conference will result in penalties including, but not limited to, repayment of funds with interest, as well as possible disqualification from participation in any future PLCB, Bureau of Alcohol Education grants.
3. If the full amount of the grant is not required for conference attendance, the unused portion shall be returned to the PLCB no later than 12:00 p.m. on Wednesday, June 12, 2019.

APPLICATION

**Pennsylvania Liquor Control Board
Bureau of Alcohol Education
2019 ITGA City & University Relations Conference Mini-Grant Application
May 19, 2019 – May 22, 2019**

Applicant Name: _____	Organization Name: _____
Applicant Email: _____	Organization Address: _____ _____
Applicant Phone: _____	_____ _____
Supervisor/Director Name: _____	Supervisor/Director Email: _____

Provide a brief statement indicating the reason for attendance and the relevance of the conference to your organization:

Signature: _____ Date: _____
 Printed name and title: _____

The information provided in this Application is true and correct. The signatory has legal authority to bind the applicant entity. Any funds awarded that are not used for the approved purposes must be refunded to the PLCB.

This Grant Application consists of three pages including the cover sheet/title page, instructions and the fillable application form above. All three pages must be returned electronically as one document, without changes or edits, or the Application will be rejected. No hard copy submissions are required.