

## Frequently Asked Questions

### **Who is eligible to apply?**

Applicants must meet **all** of the following criteria:

- Must be an NASE Member in good standing
- Dues must be current at the time of application and when the grant is funded.

*Members who are employees of the NASE, sales associates, field service representatives, or contracted by the NASE are not eligible for this program.*

### **When is the deadline?**

The 2012 program deadline is November 30, 2012. Grants are reviewed on a rolling basis from February 1 to November 30.

### **What are the details of the award?**

- Individual grants will be made in amounts up to \$5,000 per selected applicant.
- A determination of award will be made within 60 days of receipt of completed and eligible application.

### **What are the selection criteria?**

- Criteria used in evaluating applications and awarding grants include:
  - Review of identifiable business need
  - Detailed use of the proceeds of the grant
  - The potential of the grant to satisfy the identified business need
  - The potential impact of the grant on overall business growth and success

*Growth Grants are awarded at the sole discretion of the NASE. The NASE has the sole discretion to make no grant or present a higher or lower amount than requested. The NASE in its sole discretion may award less than the totals indicated to be potentially available. The NASE will not discriminate on the basis of race, religion, national origin, sex, age or disability. Decisions of the selection committee are final and are not subject to appeal. No application feedback will be given.*

### **How and when will I receive notification?**

- Applications will be reviewed based on the month received. Applicants will be notified via email when completed application is received.
- Recipients will be notified via email within 60 days of receipt of application.
- Add [info@applyists.com](mailto:info@applyists.com) to your email address book or "safe senders list" so these important emails are not sent to your junk mail folder.
- **Do not 'opt out' of any email sent from [info@applyists.com](mailto:info@applyists.com) or you may not receive vital information regarding your grant application.**

*Your email address will only be used to communicate with you about your grant application or other opportunities administered by ISTS for which you may be eligible to apply. We will not provide your email address to any third-parties.*

### **What are my responsibilities if I am chosen as a recipient?**

- The use of funds must be consistent with written statement of grant use.
- Recipients must maintain records showing use of the money.
- The funds may not be used to pay debt or rent/mortgage payments.
- Recipients agree that NASE has the right to publicize names, business name, amount awarded and photographs of the recipients.

### **How and when are checks issued?**

Grants will be funded within 30 days after all signed usage and required regulatory documents are received by the NASE.

### **Where and when should I send my supporting documents?**

- Upload your required documents online. If you are unable to upload them, mail your supporting documents following the instructions printed from your online application. If you do not follow the instructions exactly your application may not be considered.
- Your submission must be complete by November 30, 2012.

### **Program Administration**

To assure complete impartiality in selection of winners and to maintain a high level of professionalism, the program is administered by International Scholarship and Tuition Services, Inc., a firm that specializes in managing sponsored scholarship programs.

### **Questions**

For additional information regarding the grant program, contact ISTS by email at [contactus@applyists.com](mailto:contactus@applyists.com). When emailing please include the name of the grant program or sponsor, NASE.