



NASE Growth Grants®

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Who is eligible to apply?

Applicants must meet **all** of the following criteria to be eligible for this scholarship:

- 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 application deadline?

The 2016 program deadline is December 10, 2016. Grant applications are reviewed quarterly, based on the following schedule:

- Complete applications received in January, February and March will be reviewed in April.
- Complete applications received in April, May and June will be reviewed in July.
- Complete applications received in July, August and September will be reviewed in October.
- Complete applications received in October, November and December (until Dec. 10) will be reviewed in January 2017.

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.



What are the details of the award?

- One Growth Grant in the amount of \$4,000 will be made per month.
- A determination of award will be made the month following review of completed applications (*see the review schedule in the 'When is the Deadline?' section above for the full review schedule).

How do I know if my application is complete?

Allow five to seven business days after uploading documents for your online status to update. You may monitor your status of your application on your home page at aim.applyists.net.

- **Not Started:** the form has not been requested or started.
- **Started:** the form has not been submitted and will not be considered.
- **Submitted:** the form has been submitted, but is not Complete.
- **Complete:** all required forms and attachments (if applicable) have been received and your application will be considered for the scholarship.

You may also monitor the status of your attachments and recommendations (if applicable).

- **Not received:** the attachment has either not been received or has been rejected.
- **Requested:** the form request has been created, but the form has not been started.
- **Processing:** the attachment has been received and is being reviewed.
- **Accepted:** the attachment has been verified and accepted by ISTS.

It is the responsibility of the applicant to monitor the progress of all application requirements to make sure the application is complete. The status **Complete** will display on the home page when all forms have been submitted and all documents have been verified.

I uploaded a document that no longer displays on my application. Do I need to submit it again?

Previously uploaded documents that are no longer displayed with a status on the home page have been rejected. The most common reasons for a rejected document are as follows:

- The document uploaded is not one of the accepted file types: .pdf, .tif, .png, .gif, .jpeg, .jpg, .bmp and .xps.
- The document uploaded was not the document requested.
- Not all pages of the document were contained in the file.
- We cannot open the file. The file may be corrupted or password protected.

Refer to the upload section of your application for the details of the required documents and upload a new file that meets the criteria stated.

How do I upload more than one file at a time?

You may create a .zip file containing more than one file as long as everything included is in an acceptable format (i.e. pdf, .tif, .png, .gif, .jpeg, .jpg, .bmp and .xps.)

Where and when should I send my supporting documents?

- The required supporting documents must be uploaded to your online application by the application deadline. If you do not follow the upload instructions exactly, your application may not be considered. Documents that meet the criteria required for the scholarship application, and are uploaded by the deadline, will be processed and considered on time.
- To be considered for a 2016 NASE Growth Grant®, your submission must be complete by December 10, 2016.

How and when will I receive notification?

- Applicants will be notified via email when the application is successfully submitted.
- Applicants will be notified via email within 60 days of the quarterly review date.
- Add donotreply@applyists.com and contactus@applyists.com to your email address book or "safe senders list" to ensure these important emails are not sent to your junk mail folder.
- **Do not 'opt out' of any email sent from donotreply@applyists.com or contactus@applyists.com. You may not receive vital information regarding your scholarship applications.**

Note: Your email address will only be used to communicate with you about your scholarship applications 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.

Are grants taxable?

Tax laws vary by country. In the United States, grant funds used exclusively for the payment of tuition or textbooks are normally not taxable. The grant recipient is responsible for taxes, if any, that may be assessed against his or her scholarship award. We recommend consulting your tax advisor for more guidance. You may also consult IRS Publication 970 for further information (<http://www.irs.gov/pub/irs-pdf/p970.pdf>).

Program Administration

To ensure complete impartiality in selection of recipients 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 scholarship program [click here](#) or call toll free (855)-670-ISTS (4787).

