Grant Program Details

Funding Guidelines
The monetary support via CAA’s grant program is designed to help chapters cover out-of-pocket expenses, meaning that CAA will only reimburse expenses that were not recouped via event revenues. Please keep the following guidelines in mind regarding the grant program for monetary support.

Grant applications must be submitted within the application period. Monetary support is not guaranteed even if the application has been submitted.

Funding Restrictions
- Costs associated with a non-CAA hosted website including the creation, design, maintenance, or email blasts
- Speaker’s travel/meal expenses and other expenses
- Speaker’s honorarium
- Alcohol expenses

CAA can reimburse expenses such as:
- Venue rental
- Catering
- Decorations
- Gratuities up to 18%

Disbursement of Grant Money
- The money is a direct reimbursement to the chapter.
- Reimbursements will be made based on actual costs that are accompanied by an itemized receipt.
- A single CAA grant may not exceed $2,000.
- Alumni chapters will not receive more than $5,000 in grants within any one calendar year.
- Reimbursements will not be issued until all expectations are fulfilled.
- All receipts should be turned in at once—we will cut one check per grant.
- Unused money will not be “floated” to another event or expenses unrelated to the approved grant.