

**Clinical Legal Education Association, Inc.
Conference/Event Grant Application & Guidelines**

Name of Conference/Event: _____

Conference/Event Location: _____

Contact: Name: _____
 Email: _____
 Phone: _____

Conference/Event Date(s): ____/____/____ to ____/____/____

Expected Attendance: _____ **Amount Requested \$** _____

Grant Guidelines

1. You must submit a Grant Proposal Description (see page 2).
2. CLEA must be listed in conference/event program and/or on conference/event website as a sponsor with this language “This conference/event is supported in part by CLEA, the Clinical Legal Education Association, cleaweb.org”. Additionally, when a CLEA Board member is able to attend the conference/event, he or she will be permitted to briefly address the attendees regarding CLEA’s mission and activities and may set up a CLEA information table.
3. Typical grant amounts are \$500.00.
4. Use of funds must be approved by CLEA prior to the conference/event. Funds may be approved and dispersed as reimbursement or pre-conference/event assistance:
 - A. Reimbursement Grants: Upon completion of the conference/event, but no later than two months after the conference/event, grant recipients must submit a detailed invoice documenting the expenditures to be reimbursed.
 - B. Pre-Conference/Event Grants: In circumstances of specific need, CLEA funding may be requested and distributed before the conference/event. Any such pre-conference/event funds must be followed post-conference/event with specific documentation detailing the use of funds.

All Grant Proposals and Required Fund Use documentation must be submitted to:

events@CLEAweb.org

[Please state in the email subject line “Request for CLEA Conference/Event Grant.”]

Grant Proposal Description

PLEASE SHARE A BRIEF DESCRIPTION REGARDING HOW THE REQUESTED CLEA FUNDS WILL BE USED CONSISTENT WITH CLEA'S MISSION STATEMENT:

CLEA exists to advocate for clinical legal education as fundamental to the education of lawyers.

CLEA and its members seek to:

- foster excellent teaching and scholarship by clinical educators;
- integrate clinical teaching and extend its methods into the legal education program of every law school;
- reform legal education so as to prepare law students for excellent and reflective law practice;
- advance regulation of legal education that insures the continued vitality of clinical education in law schools; and
- pursue and promote justice and diversity as core values of the legal profession.
