



AMTA TOURNAMENT SUPPORT FUND GRANTS

2020 HOST APPLICATION GUIDELINES

PURPOSE:

AMTA maintains funds to assist tournament hosts in covering essential tournament costs that exceed the amount of the host stipend. This fund was created in recognition of the fact that host expenses vary widely. All regional hosts are eligible for Tournament Support Fund grants and shall have priority over ORCS and National Championship hosts. Should funds remain after the Budget Committee and Tournament Administration Committee have allocated funds to meet regional host needs, remaining funds may be dispersed to ORCS and National Championship hosts based upon the recommendation of the Tournament Administration Committee and upon the review and approval of the Budget Committee. Tournament hosts must exhaust, or reasonably believe they will exhaust, all other monies received from AMTA before applying for a grant from the Tournament Support Fund

Eligible Expenses, in order of priority:

- Facilities charges
- Security charges
- Judge recruitment expenses
 - Includes postage, copying, telephone charges, mailing list purchases, personnel to assist with recruitment, etc. Does not include gifts.
- Personnel costs
 - Student workers and/or graduate assistants (if needed for purposes other than judge recruitment).
- Catering charges
 - Judge refreshments only – refreshments for students are considered to be an amenity, provided at the discretion of the host, rather than an essential tournament expense
- Tabulation room supplies

Application Procedures:

The funds will be divided into two parts. One third of the funds available shall be allocated based upon the recommendations of the Tournament Administration Committee to assist hosts in accommodating additional teams where needed, provide additional recruitment support to hosts or to develop inexperienced hosts. The Tournament Administration Committee Chair shall submit a prioritized set of requests to the Treasurer for approval, with appropriate budget information and documented justification.

The remaining funds shall be allocated based upon requests submitted directly by the hosts. The Tournament Administration Committee Chair shall issue a call for requests to regional hosts and shall establish a deadline for receipt of requests.

Each such request must include the following information:

- Amount of funds requested
- Justification statement (no more than 1 page)

Evaluation Procedures:

The Budget Committee, in cooperation with the TAC Chair, shall evaluate all requests submitted by the deadline. Recipients will be informed of the decision no more than 2 weeks after the deadline for submission has passed. The Budget Committee shall consider the following items in evaluating the requests:

- Importance of the proposed expenditure: Expenditures related to providing tournament facilities and adequate judging shall take precedence over all other requests.
- Host resources: Hosts who have no other means of providing the essential service shall take precedence over those who can cover the expenditures with some combination of the AMTA stipend and institutional support.
- Site development issues: Host sites in underserved regions—as recommended by the TAC Chair—shall take precedence over other host sites.