Alexander Technique International
Workshop Grant Application Package

General Guidelines

*Revised 02 June 2020*

**Codicil in effect for the time of the Covid-19 pandemic**

The person(s) applying for an ATI grant for an upcoming workshop, as well as any others involved in actually running/teaching of said workshop must agree to strictly follow the current guidelines/laws of their country or region as to whether or not to proceed with any in-person workshop gatherings (whether for hands-on work or otherwise).

Purpose

• To provide financial assistance for AT workshops occurring outside the USA or in other languages than English. [Awards will typically be up to a maximum of $500 but in exceptional circumstance may exceed $500]. Due to Covid-19, this may include workshops done via synchronous distance (online) learning (see codicil above).

• To help redress the privilege experienced by USA members of ATI.

• To provide a benefit (reduced workshop fee) to ATI members who wish to attend the workshop.

• To publicize and recruit new members for ATI. This is not a formal scripted event, but rather

a simple good faith approach to let local people know about ATI, its culture, advantages, and

membership possibilities.

• To support and stimulate local ATI communities to work together.

• To encourage a tangible and visible ATI presence in countries outside the USA.

• To recognize ATI members in countries other than the USA.

• To encourage local or less-well known ATI teachers to give more workshops.

What does the grant provide?

• Electronic publicity sent to all ATI members, and a listing on the ATI website.

• Funding toward hard-copy mailings within the host country.

• Funding toward renting physical space for the workshop.

• Funding toward translation during the workshop (if needed).

What does the grant not cover?

• Workshop Presenter fees, meals, lodging, travel or other expenses.

• Any financial losses incurred by the workshop.

• Any other associated expenses or materials (handouts, paper, flip charts, markers, etc.).

What types of applications will be given priority?

• Workshops in countries where ATI is less-well established.

• Workshops that feature the various talents of ATI members.

• Workshops in countries/areas that have not recently received an ATI workshop grant.

General Guidelines, *continued…*

What are the requirements for the workshop?

• It must be given in the local language or be translated into the local language. The workshop planners may hire a skilled translator/interpreter, or if a local ATI member is a skilled translator/ interpreter, that member may volunteer their services.

• ATI members are provided a significant discount on the workshop fee (a discount of about 33%

off is recommended).

• It includes a public, open-to-all informational session about ATI as an organization (up to 40 minutes). It is scheduled before or right at the beginning of the workshop.

How does an ATI member apply for a grant?

• Connect with your ATI Country Coordinator who will help liaise with ATI during the application process. See list at: [www.alexandertechniqueinternational.org/country-coordinator-contacts](https://www.alexandertechniqueinternational.org/country-coordinator-contacts).

If there is no Country Coordinator for your country, please contact the Chair of the International

Committee by email at: international@alexandertechniqueinternational.org.

• Form a committee with at least one other ATI member to plan the workshop (this is your Event

Coordinating Committee).

• Complete the Application Form below (which includes a Detailed Budget) by the required

deadline:

• February 1st for workshops occurring between May and October,

• July 1st for workshops occurring between November and April.

• Submit the completed Application Package (all 6 pages) to the International Committee by attaching it to an email sent to: international@alexandertechniqueinternational.org.

What are the responsibilities of a recipient of the grant?

• To publicize the workshop in the host country.

• To provide the ATI office with complete text for the workshop announcement email and the date they would like it to be emailed to ATI members.

• To cancel the workshop at the pre-determined cut-off-date if registration is not sufficient to cover costs (or to agree to carry the loss — ATI will not have any responsibility to cover losses).

• To provide the ATI Treasurer with a report of workshop profit/loss within a month of the end of the workshop.

• In the event of a workshop making a profit over and above that projected in the submitted budget, ATI would receive a proportion of that profit equal to the proportion of their initial investment in the project. For instance, if Total Workshop Expenses equal the equivalent of US $2500 (including $500 from ATI), then ATI’s workshop help is equal to 20% of the budget. Therefore, ATI would receive 20% of any income above $2500 that the workshop brings in. ATI would then allocate these funds for future ATI workshop grants.

Alexander Technique International
Workshop Grant Application Form

INSTRUCTIONS: CLICK ON ANY OF THE FIELDS BELOW AND START TYPING. Fill out all the fields on this page as well as the Detailed Budget on the next page. Save the filled-out form using “Save As” with your name added to the end of the filename (e.g. “*ATI Workshop Grant Application Form\_My Name.docx*”) and send it to ATI attached to an email to this address: international@alexandertechniqueinternational.org. (*Keep a copy for your records*.]

Applicant and Workshop Information

Name of Main Applicant:  **.**

Names of the other Event Coordinating Committee members (must be at least one ATI member in addition to the

main applicant):  **.**

Name of the workshop teacher(s)/presenter(s):  **.**

 *Continue from line above if needed*:  **.**

Proposed workshop date(s) (yyyy-mm-dd to yyyy-mm-dd):  **.**

 *Continue from line above if needed*:  **.**

Proposed workshop fee for non-ATI members:  **.**

Proposed workshop fee for ATI members (approximately 33% discount):  **.**

Proposed venue (full address, including country):  **.**

 *Continue from line above if needed*:  **.**

Name of presenter(s) for the ATI Public Informational Session:  **.**

 *Continue from line above if needed*:  **.**

Cut-off date to decide if workshop goes ahead (yyyy-mm-dd):  **.**

NOTE: This is the date on which you will assess if the workshop will break even/make a profit or if you need to cancel the workshop to avoid making a loss. ATI will not be responsible for any losses you incur.

If your application is successful, and if you have enough registration by the cut-off date to ensure a break-even, or a profit, you will receive the full grant soon after the cut-off date.

If you cancel the workshop at the cut-off date to avoid a loss, you will receive an amount of grant equal to the amount of non-returnable deposits you paid towards costs of the venue, publicity, and translator.

*The “Detailed Workshop Budget” part of the ATI Grant Application Form continues on the next page…*

ATI Workshop Grant Application — Detailed Budget

Click any light grey field below to enter relevant information (*for help see Sample Budget, Notes on pages below*).

**Currency** — All amounts below are in:  **.** (*e.g. EU euros, UK pounds, JP yen, KR won*)

|  |
| --- |
| **Expenses (money paid out)** |
| **Costs which can be Contributed to by ATI Grant** |  **Individual amounts** ↓ |  **Section Totals** ↓ |
| **Venue** |
| *Line 01* | Venue rental: |  |  |
| *Line 02* | Additional tables/chairs etc: |  |  |
| *Line 03* | Insurance (if required): |  |  |
| *Line 04* | Total Venue expenses (*add lines 1 + 2 + 3*) = |  |
| **Publicity** |  |
| *Line 05* | Printing (flyers, posters etc): |  |  |  |
| *Line 06* | Mailing cost of flyers, etc: |  |  |  |
| *Line 07* | Total Publicity Costs (*add lines 5 + 6*) = |  |
| **Translator** |  |
| *Line 08* | Translator(s): |  |  |  |
| *Line 09* | Total Translator Costs (*add line 8*) = |  |
| *Line 10* | **Total of Costs which can be paid for by the ATI Grant** (*add lines 4 + 7 + 9*) = |  |
|  |
| **Costs which cannot be paid for by the ATI Grant** |
| **Event Programming** |  |
| *Line 11* | Rent audio/video equipment etc: |  |  |  |
| *Line 12* | Materials (flip charts, pens, paper): |  |  |  |
| *Line 13* | Workshop Organizer(s): |  |  |  |
| *Line 14* | Presenter(s) – Fee: |  |  |  |
| *Line 15* | Presenter(s) – Other Exp.: |  |  |  |
| *Line 16* | Total Event Programming expenses (*add lines 11 + 12 + 13 + 14 + 15*) = |  |
| **Food & Beverage Costs** |  |
| *Line 17* | Coffee / Tea breaks: |  |  |  |
| *Line 18* | Meals: |  |  |  |
| *Line 19* | Total Food and Beverage expenses (*add lines 17 + 18*) = |  |
| *Line 20* | **Total Costs which cannot be paid for by the ATI Grant** (*add lines 16 + 19*) = |  |
|  |
| *Line 21* | **Total Projected Workshop Costs** (*add lines 10 + 20*) *=* |  |
|  |
| **Income (money taken in)** |
| **Anticipated Registration:** Fee for each attendee × # of attendees = Total fees |  |
| *Line 22* | Attendees: ATI Members: |  |  |  |  |
| *Line 23* | Attendees: non-ATI Members: |  |  |  |  |
| *Line 24* | **Total Anticipated Registration Income** (*add lines 22 + 23*) *=* |  |
|  |
| *Line 25* | **Anticipated ATI Grant:** (*equals line 10*) *=* |  |
|  |
|  |
| *Line 26* | **Total Projected Workshop Income** (*add lines 24 + 25*) *=* |  |

NOTE: **Total Projected Costs** (*Line 21*) should equal (or be close to) the **Total Projected Income** (L*ine 26*), and also the amount for the **Anticipated ATI Grant** (*Line 25*) must be equal to **Total of costs paid for by ATI Grant** (*Line 10*).

— SAMPLE BUDGET —

Use this “Sample Budget” as a guide to filling out the “Detailed Budget” above (see also *Notes on page below*).

**Currency** — All amounts below are in:  **EU Euros .** (*e.g. EU euros, UK pounds, JP yen, KR won*)

|  |
| --- |
| **Expenses (money paid out)** |
| **Costs which can be Contributed to by ATI Grant** |  **Individual amounts** ↓ |  **Section Totals** ↓ |
| **Venue** |
| *Line 01* | Venue rental: | 2 days @ 140 euros per day | 280 |
| *Line 02* | Additional tables/chairs etc: | 2 tables @ 5€ each, 10 chairs 1€ each | 20 |
| *Line 03* | Insurance (if required): | Liability insurance, 2 days | 30 |
| *Line 04* | Total Venue expenses (*add lines 1 + 2 + 3*) = | **330** |
| **Publicity** |  |
| *Line 05* | Printing (flyers, posters etc): | 150 flyers printed | 15 |  |
| *Line 06* | Mailing cost of flyers, etc: | Mailing of 40 flyers | 10 |  |
| *Line 07* | Total Publicity Costs (*add lines 5 + 6*) = | **25** |
| **Translator** |  |
| *Line 08* | Translator(s): | ATI Member, registration fee waived, plus: | 85 |  |
| *Line 09* | Total Translator Costs (*equals line 8*) = | **85** |
| *Line 10* | **Total of Costs which can be paid for by the ATI Grant** (*add lines 4 + 7 + 9*) = | **440** |
|  |
| **Costs which cannot be paid for by the ATI Grant** |
| **Event Programming** |  |
| *Line 11* | Rent audio/video equipment etc: | Video camera, wireless mic | 140 |  |
| *Line 12* | Materials (flip charts, pens, paper): | 2 large post-it flip charts | 56 |  |
| *Line 13* | Workshop Organizer(s): | 2 ATI members, registration fees waived | 0 |  |
| *Line 14* | Presenter(s) – Fee: | 2 days @ 300 euros per day | 600 |  |
| *Line 15* | Presenter(s) – Other Exp.: | Train, 1 night hotel, 1 dinner | 400 |  |
| *Line 16* | Total Event Programming expenses (*add lines 11 + 12 + 13 + 14 + 15*) = | **1196** |
| **Food & Beverage Costs** |  |
| *Line 17* | Coffee / Tea breaks: | 2 days @ 4€ per person per day (26 people) | 208 |  |
| *Line 18* | Meals: | Lunch: 2 days @ 10 euros per person per day (26 people) | 520 |  |
| *Line 19* | Total Food and Beverage expenses (*add lines 17 + 18*) = | **728** |
| *Line 20* | **Total Costs which cannot be paid for by the ATI Grant** (*add lines 16 + 19*) = | **1924** |
|  |
| *Line 21* | **Total Projected Workshop Costs** (*add lines 10 + 20*) *=* | **2364** |
|  |
| **Income (money taken in)** |
| **Anticipated Registration:** Fee for each attendee × # of attendees = Total fees |  |
| *Line 22* | Attendees: ATI Members: | 66 € | 8 | 528 |  |
| *Line 23* | Attendees: non-ATI Members: | 100 € | 14 | 1400 |  |
| *Line 24* | **Total Anticipated Registration Income** (*add lines 22 + 23*) *=* | **1928** |
|  |
| *Line 25* | **Anticipated ATI Grant:** (*equals line 10*) *=* | **440** |
|  |
|  |
| *Line 26* | **Total Projected Workshop Income** (*add lines 24 + 25*) *=* | **2368** |

NOTE: **Total Projected Costs** (*Line 21*) should equal (or be close to) the **Total Projected Income** (L*ine 26*), and also the amount for the **Anticipated ATI Grant** (*Line 25*) must be equal to **Total of costs paid for by ATI Grant** (*Line 10*).

NOTES on filling out the “Detailed Budget”

See page above (“Sample Budget”) for examples of how to fill out the “Detailed Budget” form. Most fields in the Budget have space to enter a short description of the item (see dark red text in the Sample Budget).

**Venue**

• (*Line 01*) Enter amount for venue and note on how many days at how much per day.

• (*Line 02*) If you have to pay to rent chairs and/or tables, include it in the venue costs.

• (*Line 03*) Amount if the venue requires you to pay for extra insurance cover for the workshop.

**Publicity**

• (*Line 05*) Enter amount for printed publicity and description (e.g. In the “Sample Budget” the organizers printed 150 flyers.

• (*Line 06*) Enter amount and description if you pay postage to mail flyers or posters.

**Translation**

• (*Line 08*) The workshop planners may hire a skilled translator/interpreter or if a local ATI member is a

skilled translator/interpreter, that member may volunteer their services, perhaps in exchange for not paying

part or all of the workshop registration fee.

• The translator in this example is an ATI member whose registration fee is completely waived in return for translating, and in addition the translator is being paid 85€.

**Event Programming**

• Included here are costs for rental of audio-visual equipment (*Line 11*), for purchase of flip charts, pens, paper (*Line 12*), costs for the Workshops organizers (*Line 13*), and the teaching fee for the Workshop Teacher / Presenter (*Line 14*), and their other costs like travel, accommodation, and meals (*Line 15*)

**Food & Beverage**

• Calculate for the number you expect to attend, plus the workshop presenter/translator if appropriate and enter and multiply this by the individual cost for workshop breaks (*Line 17*), and for any provided meals like lunch (*Line 18*). In the “Sample Budget” example the organizers budgeted for 22 paying participants plus 2 workshops organizers taking the workshop for free, as well as the presenter and translator.

**Anticipated Registration**

• There is a row for ATI Members (*Line 22*) and for Non-ATI Members (*Line 23*). Each row has 3 fillable fields:

1. Fee for individual attendees, e.g. 66€ for ATI Members, and 100€ for Non-ATI Members, (we recommend a 33% discount for ATI Members — *after all, it is their money paying for the Grant*);

2. Anticipated number of attendees, e.g. 8 for ATI Members, and 14 for Non-ATI Members;

3. Total anticipated income for ATI Members, and for Non-ATI Members (1st field × 2nd field = 3rd field).

**Notes on ATI’s grant contribution**

• ATI has committed to providing up to a maximum award of US$ 500 per proposal, with up to 5 proposals funded each year. After the first year, the board will review the funding levels and adjust as necessary.

• Exchange rate: In calculating ATI’s grant in your budget, use the exchange rate that is current at the time you complete your Application. *A good source for conversion rates is* xe.com/currencyconverter/*. To use, put in “amount” (to convert), from “US$” to desired currency, e.g. “EU €”, and click the “>” button). This is a mid-market rate, so the amount you will end up actually receiving will probably be a few percent less.*

• In this example, if the total venue, publicity and translation costs were more than US$ 500 (or the

equivalent in euros (currently approx. EU€ 449), ATI’s contribution would likely not exceed that US$ amount

(e.g. would not exceed EU€ 449 in this example).