



## Division of Grants Administration Request for Specific Expenditure Approval: Hosting or Sponsoring of Conference

The costs of hosting or sponsoring a conference have been determined to have a programmatic purpose for this federal or state grant program and are specifically authorized in the program guidelines.

You must have specific approval to use these federal or state grant funds to host or sponsor a conference. Complete this form and submit it with your grant application to request specific approval to expend federal or state grant funds on the costs of hosting or sponsoring a conference.

Limit one request for specific approval per form.

Name of Federal or State Grant

Name of Grantee  County-District #  Date

### Description of Proposed Conference

Description

Intended Audience  # of Attendees

Describe the costs you expect attendees to pay. If none, enter "N/A."

Describe the purpose of hosting or sponsoring this conference.

Describe how the conference supports the goals and objectives of the federal or state grant.