



2024 Updated Hospitality Association Grant Application Process

Thank you for being a partner of the Timothy S. Y. Lam Foundation over the years and enhancing the professional development of your association's members, while strengthening the hospitality industry. To maintain organized and complete records, the Timothy S. Y. Lam Foundation has made updates to the hospitality association grant program.

Hospitality association grant funding will now cover the following:

1. **Program 1: Educational Programming-** Educational speakers and support materials or services as well as hosting accommodations for the educational event/seminar.
2. **Program 2: Certification Assistance-** Certification exam, workshop(s), material fees and other related hosting accommodations for exams or workshops.
3. **Program 3: Education Travel Grant-** Travel and lodging expenses for certification exam, workshops, or conferences and material fees for association's members or board of directors.

Please note:

- **TSYLF will no longer cover membership dues for an association's members or its board of directors.**
- **All association grants will be distributed as a reimbursement after TSYLF has received invoices/receipts and a few event photos must be submitted within 30 days of the completion of the event, conference, workshop, certification, travel etc., or no later than December 15th of the funded year and can be submitted via email to info@timothysylam.org.**
- **Travel Grant expenses will now be reimbursed after submitting receipts and a few photos of the event.** (All documentation must be submitted within 30 days of the completion of the conference & can be emailed to info@timothysylam.org).
- **All association grant applications must be submitted via the online application portal [Association Grant application](#).**
- **The deadline for 2024 Grant applications is February 15, 2024.**

Quarterly Performance and Progress Reports-

- All TSYLF awards require receipts/invoices with descriptions of how funding was used for specific speakers, programs, conferences or materials for the education or advancement of the awarded association, its members, or the community and may be asked to submit quarterly performance and progress reports.
- The foundation associate will track the balance of your available grant funding and will mail a check to your association representative or headquarters for



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approved programs as a **reimbursement** (unless otherwise approved by the TSYLF board).

- The foundation associate may contact you to ask questions about the programs and how funding the association utilized the funds.
- Funding not used in the calendar year will be forfeited by the association and will not roll over to the following year.
- Failure to comply with these reporting requirements or any mismanagement of funds may result in the denial of future funding or the remaining balance of your grant.