



American Hotel & Lodging Educational Foundation Research & Project Funding Guidelines

Policies

Eligible Organizations

Grants can be made to profit and nonprofit applicants, which may include:

1. Corporations
2. Associations
3. Foundations
4. Universities
5. Individuals

Subject Areas of Interest

1. Management and conservation of natural resources.
2. Public safety and security issues.
3. Career awareness.
4. Impact of developing industry trends.
5. Study of challenges currently being experienced by the industry.
6. Professional advancement and personal development.
7. Methods for advancing technological innovation.
8. Innovative use of organizational development (effective management practices and efficient use of workforce).
9. Programs focusing on diversity in the lodging industry.

A summary of all previously funded projects is available on AH&LEF's Web site at www.ahlef.org.

Program and Project Value

The programs and projects should have the following characteristics

1. Afford the lodging industry an opportunity to be proactive rather than reactive to any impending or pressing industry-wide problem.
2. Benefit a major segment of the lodging industry (smaller properties, economy properties, resorts, chains).

Program and Project Value (continued)

3. Be broad based in geographical appeal.
4. Contribute to the prosperity, vitality, and profitability of the industry.

Eligible Use of Funds

Grants may be made for the following types of initiatives:

1. Conferences
2. Projects
3. Research studies
4. Booklets, pamphlets, and video production

Ineligible Use of Funds

1. Sustaining support for ongoing program operations.
2. Endowment funds.
3. Facilities (buildings, capital fund drives).
4. Acquisition of publications, videos, and films.
5. Purchase of tangible real property or personal property.
6. Projects restricted to private or exclusive participation.
7. Capital improvements.
8. Travel not associated with project.
9. Private entertainment, food, or beverages.
10. Prize money, scholarships, awards, plaques, or certificates.
11. Annual operating expenditures not directly related to the project.
12. Salaries of full-time existing staff; exceptions will be reviewed only in the case of professional consulting firms.
13. Interest or reduction of deficits or loans.
14. Expenses incurred or obligated prior to or after project funding period; subject to exceptions made by the Research and Project Funding Committee.
15. Indirect/overhead costs in excess of 20% of the total amount of grant; exceptions will be reviewed only in the case of professional consulting firms.

Qualities of Proposals Considered During Review

1. Comparability of clarity of logic related to Foundation mission.
2. Positive image and positioning for the Foundation.
3. Provision for evaluation and dissemination of results.
4. Cost-sharing attributes.
5. Evidence of need from a broad base of the hotel industry.
6. Quality of applicant's track record and management staff qualifications.
7. Proposed budget:
 - size of grant relative to operating budget, and
 - size of grant relative to project value.
8. Grants with matching funds or other outside funding sources will be given preferential consideration.
9. Cost effectiveness measured by industry impact.
10. Applicability of similar or related research.
11. Potential short and long run benefits.
12. Evaluation plan including qualitative and quantitative measurements.
13. Potential for expansion and growth.
14. Projects and research requiring little AH&LEF staff time.
15. Grants with high appeal and lasting value will be considered for direct sponsor support by appropriate funding.

Size of Grant

Grants will be considered on basis of industry impact and may vary widely in scope and size.

1. Grants range in size from \$1,000 to \$75,000. AH&LEF's typical annual research budget for this program is \$180,000.
2. Grants of more than \$40,000 may be spread over a two- or three-year period with an average distribution of \$15,000 to \$30,000 a year.
3. Project funding by the AH&LEF Board is viewed as complete funding for any approved project rather than a source of guaranteed continuous funding.

Regulations

Project Funding Manager

Organizations receiving funding shall designate a project funding manager. That individual shall maintain the following: official file with applications, correspondence, project funding records, narrative progress reports, requests for funds/reimbursements, invoices and any other pertinent materials required to ensure effective administration of the project and its funding.

The project funding manager will assure that all of the elements of the project funding application are followed:

- narrative progress reports are submitted in a timely manner,
- requests for funds are accurate and appropriate attachments are included, and
- the project is efficiently closed with the necessary reports and audits submitted.

It is the project funding manager's responsibility to see that any applicable federal, state, municipal, or county laws and policies are followed.

Procedures for Drawing of Funds

No funding may be expended until the project is approved by the AH&LEF Board and a responsibility agreement is signed between the grantee and AH&LEF. Under no circumstances will more than the specified maximum funding be awarded. At least 10% of the total award will be withheld until the final narrative report and/or publication copy is submitted. Applicants may select one of two payment options.

Option A: Reimbursement

An initial start-up allocation of funds will be granted which shall consist of no more than 20% of the total amount of the project budget. Backup material will be required for justification of the initial allocation before additional payments will be processed. All other payments will be on a reimbursement basis and made after proof of paid invoices are presented. Requests for funds shall be in increments of no less than 10%

of the total project amount. Organizations receiving funding should take into consideration that it could take up to thirty (30) days for AH&LEF to process a project funding check. Reimbursements may only be requested for items specifically included in the approved project budget and payment schedule which is a part of the responsibility agreements. Documentation for scheduled payments must include paid invoices or other backup information to substantiate payment.

Option B: Lump Sum

Typically, AH&LEF research grants are administered through this option in which the grant funds are administered by the applying organization or designated institution. Individuals may not administer funds. AH&LEF makes a lump sum payment to the institution in the amount of the award less 10% of the total award withheld until submission of the narrative report and/or publication copy.

If the funding is handled through an institution, an expenditure responsibility agreement must be signed by an appropriate officer of the institution. Financial records, distribution and expenditure of funds pertaining to the grant must be maintained in accordance with generally accepted accounting principles. Receipts and other documentation in connection with the grant will be maintained for at least five years and be open to AH&LEF inspection at any time.

The institution is encouraged to administer the grant without charging indirect costs against the grant. However, an institution may charge no more than 20 percent of the grant as an indirect cost and this must be included in the total amount of funding requested.

Permission may be granted to move funds from one budget category to another as long as no additional expense to AH&LEF is involved. A written request should be directed to AH&LEF. A written AH&LEF response is required to give the institution authorization to change the budget.

Final Project Reports

Progress reports will be required periodically throughout the project. AH&LEF will stipulate the frequency of required progress reports for each project. Failure to comply with report deadlines could result in termination of funds.

As prescribed in the responsibility agreement, a termination date will be established for completion of the project. In the event an amendment or extension is required, the organization receiving the funds must complete a detailed written report outlining the reasons for an amendment or extension to the project to AH&LEF. The Foundation will review the request to make a decision for approval or rejection.

An abstract (approximately 250 words) of project results must be submitted at the conclusion of the original or amended project funding period. Since the abstract will be used to report the study to a general audience, the abstract must be written for the lay reader. In some cases, copy will also be required in publication format for a general audience. The applicant will be notified at the time of funding if publication copy is required. Upon receipt of the abstract and/or publication copy, AH&LEF will release the remaining 10% of the total award. Appropriate back up reimbursement documentation will be required with Option A funding.

It is the responsibility of the project funding manager to submit a final financial report no later than 60 days after the final disbursement of funds. In addition, the project funding manager must submit a Post-Grant Evaluation Report (outline provided by AH&LEF) no more than 90 days after completion of the project.

Failure to comply with deadlines for final reports will disqualify the applicant from receiving AH&LEF grants in the future.

Audits and Records

The organization receiving funds shall maintain such records and accounts as set forth in the approved budget. The aforesaid records will be made available for audit or inspection purposes at any time during normal business hours and as often as AH&LEF deems necessary. There shall be made available to AH&LEF for examination, all such records with respect to any matters covered by this funding project application. The organization receiving funding will permit same to be examined and excerpts or transcriptions made from such records and audits of all contracts, invoices, materials, records of personnel and of employment, and data inspection and audit also apply to any audits made by any other agency or organization. AH&LEF likewise shall retain all of

its records and supporting documentation applicable to the project funding application for five (5) years for inspection.

Contracts

AH&LEF shall review and approve all proposed contracts generated as a result of the project funding application entered into by the organization receiving funding that pertain to the proposed project. Such contracts must contain the following information where applicable in addition to other specifics of the contracted work to be done:

- A. Beginning and ending dates.
- B. Contract terms consistent with the project funding period.
- C. Total amount of dollars granted.
- D. Thirty-day cancellation clause.
- E. Non-employee/employer relationship.
- F. Compliance with the terms and application terms received.
- G. Detailed scope of contract work.
- H. Hold harmless statements for AH&LEF and AH&LA.
- I. Contract relationship agreement.
- J. Liability statement.
- K. Non discrimination clause based on race, color, origin, handicap, age, religion, ancestry, sex, national origin, place of birth and marital status.
- L. Access to financial records for auditing purposes (See Audits and Records for further clarification).
- M. Signature(s) of appropriate officer(s) or person(s).

Legal Aspects

Acceptance of the application and subsequent review by the Research and Project Funding Committee does not imply approval or incur any liability by the American Hotel & Lodging Educational Foundation for the funding of any project described in the application. The review of projects by the Research and Project Funding Committee and recommendations to the AH&LEF Board are not binding. The final award for project funding shall be the sole responsibility of the Board of the American Hotel & Lodging Educational Foundation.

AH&LEF reserves the right to negotiate ownership of copyrights and patents on individual projects. The general guidelines are as follows:

Recognition

The American Hotel & Lodging Educational Foundation of the American Hotel & Lodging Association must be identified as the source of funding in all materials associated with the project including media exposure.

Publications

It is the mission of AH&LEF that funded research be widely distributed to the industry. The Foundation encourages publication of research findings in additional publications.

1. AH&LEF reserves the right of publication or the right to withhold publication of any part or in total of any project it funds.
2. The applicant will provide AH&LEF with a reprint of any publication resulting from the research.
3. Permission to publish journal articles, make presentations or otherwise utilize research will not be unreasonably withheld.

Copyright

1. If AH&LEF funds are used in whole or in part to meet costs of publication, the costs will be a first charge upon any royalties and will be refunded to AH&LEF out of the first royalties received, before any royalties are shared by the applicant/sponsoring institution and AH&LEF.
2. Any publication will contain a notice that the project was supported in whole or in part by a grant from AH&LEF.
3. All works and inventions (and their derivatives) produced by the direct or indirect use of moneys that were obtained, in whole or in part, from the AH&LEF, and all copyrights thereon, shall be the sole and exclusive property of AH&LEF.
4. AH&LEF reserves first copyright and will be willing to consider granting subsequent copyright.

Patents

In the event that any inventions are developed in the course of the project, the applicant must notify AH&LEF immediately.

1. The patent application shall include a statement in the first paragraph of the specification that the invention was made in the course of research supported in whole or in part by a grant from AH&LEF.
2. All works or inventions (and their derivatives) produced by the direct or indirect use of moneys that were obtained, in whole or in part, from AH&LEF, and all patents thereon, shall be the sole and exclusive property of AH&LEF.

External Support

AH&LEF has an endowment adequate to fund in part the grant-making function of the Research and Project Funding Committee. However, at its discretion, the Foundation may provide additional funding that may be supported by AH&LEF efforts to collect sales and registration fees, solicit sponsors and seek corporate underwriters.

Administration

Approval Deadlines

1. Proposals may be submitted anytime via AH&LEF's on-line grant application process at www.ahlef.org, click under research.
2. Upon acceptance of the proposal, the applicant will receive notice of receipt.
3. The Research and Project Funding Committee will meet at least twice a year in April and September to review unsolicited grant applications. Applicants may call the Foundation for the exact meeting dates scheduled that year.
4. **The deadline dates for receipt of unsolicited grant applications are March 1 and September 1.**
5. Recommendations of the Research and Project Funding Committee are subject to approval by the Board, which meets twice a year, in June and November. No project may begin or any responsibility agreements signed until this approval is secured.
6. Decisions, acceptance or rejection, will be provided no later than 30 days after the meeting date.

Application Procedures

1. Applicants are encouraged to read all materials carefully and to call the Foundation with any questions before preparing the application.
2. Incomplete or insufficient proposals will be returned.
3. Proposals must be submitted via AH&LEF's on-line grant application process at www.ahlef.org, click under the research section.
4. The Foundation may request modifications or additions to the proposal at anytime; the applicant will be informed of any changes resulting in a postponement of a final decision.
5. On-site visits may be made to grant applicants by staff at applicant's expense.
6. The decision of AH&LEF not to accept an application, or its decision not to review or to delay review of a particular application, rests within the sole and unfettered discretion of AH&LEF, is for the sole benefit of AH&LEF, may be made for any reason whatsoever without limitation or for no reason, shall be final and binding and shall not be subject to challenge in any court for any reason.

Approval Review

The Research and Project Funding Committee is comprised of industry representatives from all aspects of the lodging industry. Additional individuals with specific areas of expertise may be utilized when a subject calls for such understandings.

Contact Information

Questions should be forwarded to Michelle Poinelli, vice president of foundation programs, at (202) 289-3181 or via email at mpoinelli@ahlef.org.

Submittal

All grant proposals must be submitted via AH&LEF's on-line grant application process at www.ahlef.org, click under research.

Proposal Instructions

AH&LEF offers an electronic grant application process via its Web site at www.ahlf.org, click under research.

1. Title Page

The title page must contain an electronic signature of the applicant. If Option B, the lump sum payment, is chosen, an original signature of the financial officer responsible for the administration of funds is also required.

2. Narrative

The applicant must prepare the project narrative according to the outline provided below.

Specific Aims

State the overall objective or long-term goal of the proposed project. Include specific aims, questions, and/or hypothesis addressed within the proposal.

Background/Significance

Describe the potential significance of the proposed project, both theoretically and in terms of potential lodging applications or implications. Identify what is known and not known on the topic and how your study or project will fill the gaps of knowledge or fulfill a specific purpose.

Preliminary Studies (if applicable)

Describe any preliminary work completed by the applicant that led to the proposed project.

Methodology

Research Proposals:

1. Research Design
2. Sample
3. Measures/Instruments
4. Procedure
5. Plan for Data Analysis
6. Limitations/Potential Difficulties in Conducting Study

Projects

1. Project Design
2. Implementation
3. Personnel
4. Plan of Project Evaluation
5. Limitations/Potential Difficulties in Conducting Project

Time Frame

A complete schedule of project activities.

Consultants (if applicable)

Facilities Available

Describe the facilities and resources available for the conduct of the project.

Measure Outcomes

Describe the method used to determine the project of research effectiveness. An evaluation plan must be included which consists of short-term and long-term measurable objectives. Specific benchmarks for determining success must be enumerated.

Literature Cited (if applicable)

Include a list of all sources cited in the narrative. Reference or bibliography pages are excluded from the ten-page limitation set for the narrative.

3. Abstract

In no more than 150 words, provide a succinct and accurate description of the proposed project. State the problem, the overall objective, and the product which will be produced.

4. Total Project Budget

5. AH&LEF Budget and Narrative

6. Biographical Sketches

Biographical information is needed for the project funding manager, principal investigator, co-investigator(s), consultant(s), and all personnel involved with the project.

7. Appendices

Applicants are not required to submit appendices, but may do so to strengthen the grant proposal. All appendices must be sent in

electronic format under one cover to the Director of Foundation Programs, Michelle Ponielli, at mpoinelli@ahlef.org. The appendices should be sent as attachments in Rich Text or Word format and the email should state the applicant's name and title of research. Any appendices must be received by the grant application deadline date in order to be considered.

Appendix A

Documentation of Support and Access: Attach documentation of support from individuals administratively responsible for access to resources in settings where the project will be conducted.

Appendix B

Documentation of Consultation: Include documentation of availability from consultants that will be utilized during the project verifying willingness to participate and clearly delineating how she/he will be involved in the project. Biographical sketches must also be included for each consultant

Appendix C

Instruments: Attach a copy of all instruments used in the research project should be attached. If the instrument is not in the public domain, please include documentation of permission to use the instrument.

Appendix D

Documentation of Human Subject's Review:

If applicable to a research study involving human subjects, attach a letter from the human subjects review committee verifying that the project has been reviewed and approved.

Appendix E

Recommendations/Endorsements: Attach documentation of recommendations. If the research/ project has an endorsement from the American Hotel & Lodging Association (AH&LA) or a professional or associated trade organization (and their appropriate committees), be sure to attach the documentation.

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All applications must be submitted electronically via www.ahlef.org, click under Research Section.

