



**GOLDEN GATE
SERVICE CENTER COUNCIL**

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MEMORANDUM

To: Golden Gate Service Center Council Chapter Presidents
From: Erinn Washburn
Chair, Golden Gate Service Center Council
Date: August 1, 2026
Subject: Grants for CTA Conferences: 2026 – 2027

Greetings!

The Golden Gate Service Center Council has established grants for chapters to allow members to attend various CTA conferences.

What will the grant be able to cover?

The grant may be used for any expenses the member incurs including all expenses that are covered by the guidelines for reimbursement by CTA. This includes registration cost, mileage, lodging, and/or food up to the limit awarded. Expenses above the awarded amount will be the responsibility of the member or, if possible, the local chapter.

Process for Applying for the Grant

Chapters who wish to send participants to these conferences must complete the [*Golden Gate Service Center Council Conference Grant Request Form*](#).

Applications will be considered on a rolling basis throughout the year.

Process for Screening the Grant Application Form

The Golden Gate Service Center Council Steering Committee will review the Application Forms and will notify all the applicants and chapter Presidents of their decision. While all forms will be welcome, the Steering Committee is committed to considering the following when making a decision:

- Would the grant be awarded to a BIPOC member?
- Would the grant be awarded to a first-time attendee to a CTA-sponsored conference?
- Would the grant be awarded to a chapter that wants to become more active in CTA?

Process for Receiving the Grant Funding

Reimbursement of the indicated amount of the grant will be provided after the conference only with:

- Proof of attendance. This can be documented by a copy of the appropriate registration form.
- Receipts. All receipts must be submitted using the reimbursement portal at sccmemberexpense.cta.org Remember, this is a grant from The Golden Gate SCC

All of these documents must be submitted to the Golden Gate-SCC Treasurer within **30 calendar days** of attending the conference.

What do I need to do to Submit the Application Form and get Answers to my Questions?

Here is the contact information you will need if you have any questions or you wish to submit the Application Form:

Edith Salvatore, Golden Gate-SCC Grants Committee: sdtapresident@gmail.com

Grant Applications can be found:

<https://bit.ly/GGSCCGrants2627>

