

MEMORANDUM

TO: State and Local Regulatory Professionals

FROM: Clifford Nutt, Executive Treasurer
Conference for Food Protection

SUBJECT: **AVAILABILITY OF TRAVEL SUBSIDY FUNDS**

The 2018 Biennial Meeting of the Conference for Food Protection is scheduled for April 16-20 in Richmond, Virginia. If you have not already registered, you are invited to visit our website at <http://www.foodprotect.org/biennial-meetings/2018-biennial-meeting/register/> where you will find an online registration form. Alternatively, you may download the registration form and email or mail it to the address indicated.

This year the Conference is fortunate in having received an FDA grant in the amount of \$50,000 for the purpose of facilitating meeting attendance. The purpose of this communication is to alert all interested parties that applications may now be filed to request travel subsidy money for this event. ***The application period will commence immediately and will close on February 16, 2018. Only applications received by 5:00 p.m. CST on February 16 will be considered for funding.***

Emphasis will be placed on providing funding to Conference members from State and local regulatory jurisdictions whose participation might otherwise be denied owing to budget constraints. The following criteria, listed in priority order, will be used for determination of funding: Council membership; Assembly of State Delegate status; Committee status; and attendance approval in place.

Applicants will be notified of their individual award amount following the close of the application-filing period. Reimbursement funds will be processed upon receipt of appropriate documentation for any of the following expenses: travel, and/or hotel accommodations. The per capita award amount will be a function of dividing the total grant dollar amount by the number of approved applicants with a maximum award of \$800 per person. Applications should be emailed to Clifford Nutt, CFP Executive Treasurer at cliffnutt@gmail.com, using the following request form.