

Grant Guidelines AATG

Revised January 2026

Overview: All Grants from the AATG will:

- Support the mission of the AATG
 - Grants from the AATG shall promote the teaching, learning and study of German language and culture
- Have clear and relevant selection criteria that are directly related to the purpose of the grant.
- Ensure adherence to ethical and legal standards, guaranteeing an objective, nondiscriminatory process that complies with all relevant legal guidelines.
- Aim for efficiency and reduce unnecessary obstacles and procedures for applicants, committee members, and administrators.

Grant Types:

Grants include the following types of expenditures:

- Scholarships, fellowships, project support, and awards

Grants do not include the following types of expenditures:

- Salaries or compensation to people in exchange for goods or services

Applicant Eligibility

Grants may be made to the following people:

- Students enrolled at high schools and colleges within the United States or its territories, including community colleges and recent graduates
- Teachers and Professors teaching at institutions (all levels) in the United States or its territories, or on military facilities abroad. Some exceptions may apply.
- There is no citizenship requirement for applicants, but applicants must adhere to other guidelines like enrollment, Visa regulations, ability to fulfill grants, in some cases the ability to receive funding through a US or Canadian Bank, etc.
- Depending on the grant, applicants need to be AATG members with uninterrupted membership of 12 months, and remain an AATG member for the duration of the program the grant pertains to
- While applicants may apply to as many grants as they wish, some grants will have additional requirements and restrictions regarding the frequency in which they may be received.
- Grants may not be made to individuals who serve on the board of directors of AATG (are the official organizational representative for the current year)
- Grants may not be carried over from one fiscal (Calendar) year to another.
- Grant recipients must submit all required reporting and reimbursement documentation by the respective deadline, and no later than end of the calendar (AATG fiscal) year or forfeit their grant.
- Grantees must be able to fulfill the terms of the grant described in their application or must forfeit their grant. This includes travel authorization, attendance at conferences, etc.
- Applicants who forfeit a grant are invited to apply again immediately.

- Applicants must disclose AI use in grant applications, presentations, etc.

Grant Repayment:

Voluntary Withdrawal: The act of a grant recipient choosing to leave the Program before its scheduled completion date for reasons within their control. This includes, but is not limited to, accepting other employment, academic withdrawal, or personal choice.

Grant recipients who voluntarily withdraw from a funded program or event will be required to repay all Incurred Expenses paid out through the grant.

Involuntary Withdrawal: If the grant recipient is removed from the program due to a breach of the AATG code of conduct, the participant may be asked to pay back certain incurred expenses or restitution to the program if damages occur.

Incurred Expenses: All funds disbursed by the AATG to or on behalf of the participant. This may include, but is not limited to: Tuition, registration, and program fees, stipends, living allowances, or fellowships, travel and accommodation costs, costs of books, supplies, and equipment, insurance premiums, and other direct costs associated with participation.

Selection:

Grant Award Distribution:

Ease of submission: AATG will strive to make the application as easy and accessible as possible. This includes asking for information that candidates likely already have at hand, such as CVs, and conference proposals.

To ensure fairness and integrity in the grant allocation process, the grant committees will strive for a broad and equitable distribution of funds. The goal is a balanced representation of grantees within the applicant pool.

Conflict of Interest and Recusal: To maintain impartiality, committee members are required to recuse themselves from any discussion or vote concerning an applicant with whom they have a disqualifying relationship. Such relationships are defined as, but not limited to, the following:

- **Professional/Supervisory Conflict:** The committee member has, within the last five (5) years, acted in a supervisory capacity over the applicant. This includes roles such as academic advisor, dissertation supervisor, professor, teacher for a course, or direct manager in a professional setting.
- **Familial Conflict:** The committee member has a close familial relationship with the applicant, including as a spouse, domestic partner, parent, child, sibling, or in-law.
- **Personal Conflict:** The committee member has or has ever had a romantic, intimate, or financially co-dependent relationship with the applicant.

Notification

- AATG will communicate with recipients through Email via AATG staff members, USPS, and via official representatives listed on our website. If there are questions or concerns about

authorized communication, call the office and speak to the director of finance or the executive director.

- If a grant recipient has not received their funding within a reasonable amount of time, please communicate with our office ASAP.
- Payment may only be re-issued under certain circumstances, and proper notification of missed payment, typically within a two-month period.
- It is the grant recipient's responsibility to ensure that the mailing address, account number and routing numbers for electronic fund transfer, and name of the recipient are correct.

In accordance with AATG policy, applicants who are not selected for our awards, grants, programs, or scholarships will not receive specific feedback. Given the volume of applications and grants, we are unable to ask each committee to provide individualized feedback. Our selection committees evaluate applications based on established criteria and strictly follow the application guidelines. If you believe bias may have influenced the outcome of your application, we encourage you to submit relevant evidence for review and investigation through our established [bias-incident reporting mechanism](#). We also invite and encourage applicants who were not selected to reapply in the future.

Supervision and Reporting:

Reporting by Grantees

Grant recipients may be required to submit a short report or verify that the proposed activity occurred and by which date.

Awardees must agree to allow AATG and its relevant partner organizations to contact them and have limited use of their grant description for marketing purposes.

Reporting by AATG

AATG Staff will supervise all grants to ensure that the grant guidelines are met. AATG maintains an ongoing database of grant recipients.