Texas Education Agency

Grants Administration Division
Justification of Specific Expenditure:
Hosting or Sponsoring of Conference

Costs of hosting or sponsoring a conference have been determined to have a programmatic purpose for this federal grant program and are specifically authorized in the program guidelines.

You must justify your plans to use federal grant funds to host or sponsor a conference. Complete and maintain this form locally to document the justification of your planned expenditure of federal grant funds on the costs of hosting or sponsoring a conference.

Limit one justification per form.

Name of Federal Grant

Name of Grantee | County-District # | Today's Date

Description of Proposed Conference

Description

Intended Audience | # of Attendees

Describe the costs you expect attendees to pay. If none, enter "N/A."

Describe the purpose of hosting or sponsoring this conference.

Describe how the conference supports the goals and objectives of the federal grant.

Describe the specific need, as identified in your comprehensive needs assessment, for hosting or sponsoring this conference.