

# Arthrex Educational Grant Submission Checklist

Arthrex, Inc. 1370 Creekside Boulevard • Naples, Florida 34108



## Submission Requirements:

All Educational Grant requests must include the following information as it applies to your grant request; the Educational Grant Committee will not review the request until all requirements are received. Additional requirements are listed below for international requests.

- 1. Program Title
- 2. Specialty Area
- 3. Needs Assessment Summary
- 4. Program Learning Objectives
- 5. Program Description
- 6. Check Payment Address, City, State and Zip Code, on letterhead signed by an authorized officer of the entity
- 7. Delivery Format and Audiences:
  - Delivery Format
  - Expected Number of Participants/Recipients
  - Target Audience
  - Location(s) of Educational Activity
- 8. Accreditation of the Program (*if applicable*):
  - Primary Accrediting Body
  - Number of Accredited Spots Filled
  - Total CE/CME Credit Hours Offered
  - Accreditation Provider
  - Accreditation Provider's Tax ID (if not requestor)
- 9. Dollar Amount Requested in This Grant
- 10. Budget Detail (*if applicable*):
  - Honoraria
  - Travel
  - Food and Beverages
  - Lodging
  - Space Rental and Audio Visual
  - Marketing and Distribution
  - Content Development
  - Accreditation
  - Fellowship Costs
  - Other
- 11. Total Budget
- 12. Supporting Documents to be Uploaded (*if needed*):
  - W9 – Required for All Applications
  - Tax Certification Letter From the IRS – Required for all applications
  - Detailed Budget if Grant Request Exceeds \$50,000
  - Detailed Needs Assessment
  - Detailed Program Description
  - Detailed Agenda
  - Detailed Objectives
  - Any Additional Information

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## Additional International Requirements – Must be in English

- 13. Evidence of the legal status of your organization (such as copies of organizing documents, articles of incorporation, trust agreements, charter)
- 14. Tax classification or certification from appropriate authorities
- 15. A brief description of recent grants made by any other organizations or units of government to the grantee
- 16. An annual report
- 17. Recent financial statements of your organization (audited financials)