

**Guidelines for Board of Landscape Architects
Education Grant Program
(Effective June 18, 2025)**

The Board of Landscape Architects desires to make education funds available to individuals or entities that provide continuing education for licensees in North Carolina. In order to facilitate that process the following program guidelines apply:

1. The funds are generated by the licensing process of the North Carolina Board of Landscape Architects (BOLA) Education under the provisions of Chapter 89A of the North Carolina General Statutes and are designated as the BOLA Education Fund. They are made available through a grant process as outlined. Any training funded through this grant process shall be open to all licensees within the confines and constraints of the physical facility where the training is offered and the training capabilities of the grant recipient.
2. Any entity, including for-profit, non-profit, State university, or a community college, is eligible to apply for a continuing education training grant under this program.
3. Grants shall be awarded through the application process which is initiated by the submission of the BOLA Education Grant Application. The application will contain information on the proposed training to include topics and goals, duration, number of licensees expected to be trained, location and date, and expected expenses. Grants will only be awarded for actual costs of training such as speaker fees, speaker travel costs, training aids, training room rental, and material distributed to the attendees.
4. Successful grant recipients will be required to sign the Grantee Contract provided by the Board. The contract may be viewed in advance on the Board's website.
5. Grants shall be awarded in a maximum amount of **\$15,000.00** per application. Multiple grants may be awarded to multiple recipients or to a single recipient each calendar year within the fiscal constraints of the Education Fund. All awards are decided upon by the Board and are in its sole discretion.
6. Grant funding will be reimbursement for funds expended only. Requests for reimbursement shall be supported by appropriate documentation.
7. Partial (i.e. a percentage of the total) reimbursement is allowable.
8. The grant time frame duration shall be one year. All funds must be expended and accounted for within one year of the grant award.
9. There will be up to two grant application periods each calendar year. Each application period will be 60 days in duration. The Board will announce the beginning of the period at a regularly scheduled Board meeting and the conclusion of that period at the

next Board meeting. Grant applications will be considered first by the full Board, and upon approval, awards will be announced at the conclusion of the Board meeting. Grant applicants are encouraged to submit applications early to ensure thorough consideration.

10. Any course funded entirely or partially by grant funds must be open to all licensees of the Board without limitation of membership in or support of the sponsoring grant recipient and the grant recipient cannot charge any additional fee for the educational portion or session.

11. Grant recipients will be required to complete reporting forms and comply with any applicable administrative rules. The forms will be made available to recipients upon award of the grant. Failure to submit a report for a previous grant will bar consideration of any future grant application.

12. Mandatory reports must be submitted within three months after the end of the grantee's fiscal year in which funds are received.

13. A Conflict of Interest Policy shall be submitted by the grantee as set forth in N.C.G.S. § 143C-6-23(b) at the time the initial grant application is submitted to the Board.