



Brian O'Neill Fund

Application and Review Process

Any Fellow who wishes to participate in a teaching abroad program offered by the College, and who is a current or retired judge, prosecutor, public defender, or legal aid lawyer, may submit the attached application for financial assistance, setting forth the estimated expenses for which assistance is sought (transportation, housing, or other anticipated costs) (Attachment A).

1. Following receipt of such application, a sub-committee (the "O'Neill Fund Committee") shall act on such application within thirty (30) days of receipt. Said committee shall consist of the Chair of the International Committee and two other Fellows appointed by the Chair (who may, but need not, be members of the International Committee).
2. The Chair of the International Committee shall forward any recommendation for financial assistance to the ACTL Foundation together with a brief explanation.
3. The amount of a grant to an applicant will depend on the number of applications submitted during the year and how much money the fund has available for distribution.
4. The applicant will be promptly informed of the subcommittee's recommendation and the Foundation's decision. If assistance has been approved, then the Fellow shall submit the attached Reimbursement Request (Attachment B), together with receipts for those expenses for which approval has been granted.

The Application and the Reimbursement Request shall be submitted to Amy Mrugalski at the National Office, amrugalski@actl.com, for forwarding to the Chair of the International Committee.