



## **Chapter Grant Application Guidelines 2017-2018**

### **Who is Eligible?**

To be eligible for a grant, the chapter must be in full compliance with NAGAP Chapter Guidelines including having completed the group exemption process, and filing the most recent "Year End Report."

### **What can a grant be used for?**

Examples of uses include helping to fund chapter professional development events, website start up and maintenance fees, and speaker stipends.

### **What is the maximum amount I can request?**

Requests can be made in any amount up to a maximum of \$500.

### **What is the timeline for applying for a chapter grant?**

Chapter Grant submissions are due August 1. Only applications received by this deadline will be considered. A chapter may not submit more than one grant request in a fiscal year.

### **When will a chapter know if it has been awarded a grant?**

Applicants for grant funding will be notified of the award decision by September 1.

### **How are funds awarded?**

If a chapter grant request receives approval, reimbursement occurs once receipts and/or other grant-related expense documentation has been submitted by the chapter representative who applied for the grant, or other official chapter designee approved by NAGAP in advance. Once the documentation is received, a reimbursement will be issued. Note that a W-9 is required to issue payment (either to individual or chapter with EIN).

### **How/who will decide if a grant is approved for funding?**

The NAGAP Chapter President's Liaison Committee uses a rubric to evaluate grant funding requests. This consists of, but is not limited to, the requested amount, reason/justification for the funds, verification of chapter eligibility, and whether the chapter has received a grant in prior years.

### **Are there any additional steps a chapter needs to take with regard to the grant funds?**

Chapters that receive funds are required to submit a report stating how the funds were used, metrics regarding project goals, and outcomes. The report must be submitted along with the receipts and expense documentation within four weeks following the event or purchase.

### **Where/to whom does a chapter direct a grant application?**

Completed applications for grant funding should be emailed to [info@nagap.org](mailto:info@nagap.org)



## Chapter Grant Application 2017-2018

<b>Chapter Requesting Funds:</b>	
<b>Requestor's first and last name:</b>	
<b>Requestor's email:</b>	
<b>Amount Requested – a request may be made in any amount up to a maximum of \$500</b>	
<b>How will the funds be used?</b> (e.g. professional development, speaker stipends, website, etc.) <i>Please note the funds may only be used for the stated purpose.</i>	
<b>How will the use of these funds advance your chapter's goals?</b>	
<b>How will you measure the success of these funds in reaching your chapter's goals? Please describe your metrics, goals, outcomes, etc.</b>	
<ul style="list-style-type: none"> <li>• Indicate how the funds should be disbursed should you receive the grant. Note that checks will be issued to individuals directly or to the chapter if it has an established bank account.</li> <li>• A W-9 is needed to issue the check.</li> <li>• Provide the address information for the check recipient.</li> </ul> <i>Please Note: receipt(s) for the funded activity must be submitted with this form in order to be eligible for reimbursement.</i>	

**For Committee Use:**

Funding Approved  Funding Denied  Funding Pending

Grant Amount: \_\_\_\_\_

Notes:

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