

Chapter Grants Program Policy

Program aim

- The Council provides financial assistance to chapters to support membership

Program goals

- Financially assist chapter initiatives intended to support member recruitment and retention
- Encourage chapters to experiment with new initiatives or improve existing initiatives at reduced financial risk

Program objectives

- Request annual appropriation of Council funds to support the program
- Solicit, adjudicate, and award initiative applications for funding
- Collect data about program-supported initiatives
- Provide stakeholders with program data and findings on an annual basis

Application, adjudication, award, and assessment processes

- Applications will be solicited by the Director of Membership twice annually
 - Applications will be judged by the BOD up to twice each year (e.g. round 1 and round 2)
- Application materials should be submitted to the Treasurer by the announced deadline
 - Two or more chapters may request joint funding for an initiative
 - Initiatives should be planned far enough in advance so as not to require Council funding until at least 90 days following the application deadline
- The Treasurer will ensure all application materials have been collected and then request review of the application by (1) the Finance Committee followed by (2) the BOD
 - The Finance Committee may request clarification of an initiative and prioritize applications for presentation to the Council BOD based on their review
 - The Treasurer will present the initiatives to the BOD, which will then approve, deny, or request clarification of an initiative
 - The Treasurer will communicate the decision of the BOD to chapter persons and facilitate next steps as needed
- The BOD may choose to distribute funds in any way it sees fit based on the merit of the applications received during any given round; for example, guaranteeing a small tranche of funding for each chapter during the first round, or cancelling a round later in the fiscal year if funds were depleted earlier
 - Multi-year initiative funding may be considered, but the intent to seek multi-year funding should be conveyed to the BOD as early as possible, with renewal applications resubmitted and approved each year (i.e., future funding is not guaranteed)
- Awarded chapters should report findings to the council 60 days following the end of the initiative or at 6-month intervals for ongoing initiatives; failure to report in a timely manner may impact future funding
 - Awarded chapters are expected to report their findings at the Annual Assembly professional poster session or at a continuing education session that highlights all awarded chapters

Award criteria

- The initiative must be described in writing in sufficient detail that it may be understood by the BOD without the assistance of a representative from the chapter(s); sufficient detail includes:
 - Providing specific information about the initiative, such as rationale; goals; necessary steps or actions; chapter personnel; participants, including targeted membership types; location(s); and important logistic considerations
 - Presenting a budget of anticipated funding, revenue, and expenses, including a clear breakout of chapter investment in the initiative and amount of Council funds being requested, as well as expected return on investment
 - Expanding upon what is new, novel, or experimental about the initiative such that it warrants Council funding
 - Proposing at least one outcome measure that can be used to assess the initiative, including how data will be collected and reported; additional outcome measures may be requested by the Council if funds are awarded
 - Describing the necessary resources other than funding that are needed to complete the initiative, and demonstration that the chapter(s) can access those resources when the initiative is under way, including any contingency planning
 - Demonstrating alignment with the chapter's or chapters' strategic plan(s) and a strong likelihood for benefit to current and/or prospective members
 - Organizing a clear timeline of events before, during, and after the initiative
- Each year prior to approval of the annual budget, the Membership Committee with guidance from the Director of Membership will review and propose award criteria and weighting for consideration and approval by the BOD; the award criteria must include but may not be limited to the following:
 - Degree of alignment of the initiative with the Council's strategic pillars
 - Value of the initiative's potential findings to the chapter
 - Value of the initiative's potential findings to the Council
 - Potential for return on investment
 - Ingenuity, novelty, or experimental nature of the initiative
 - Diversity of membership types impacted by the initiative
 - Degree to which new practitioners are involved in the design and implementation of the initiative OR degree to which the initiative is directed at new practitioners
 - Agreement to present findings as a poster or continuing education session at Annual Assembly