Chapter Grant Application

Fiscal year 20 __ - __

Appendix D

Chapter: ___________________________________________ Date: ________________________________

President: ___________________________________________ President’s Signature __________________________

Print President’s Name ___________________________________________________________

Email: ____________________________________________

• **Directions:** Save this blank form to a disk or your hard drive and then complete it on your computer by inserting your responses. Submit this form for consideration of funding for Type A, B, C, and D grants, which are subject to availability of funds. Chapters must be in good standing in order to qualify for grant funding. Chapters may apply for one of each type of grant per fiscal year (one per form). This form must be received by the Vice President two weeks prior to the event or activity in order to be considered for a chapter grant. Once you’ve completed this form, save it. Then send it to the NADE Vice President as an email attachment. The Vice President’s email address is available in the NADE Leadership Directory: www.nade.net.

• Applications will be accepted throughout the year; however, to ensure consideration for funding, submissions must be received by the NADE Vice President no later than two weeks prior to the related activity. All requests for reimbursement must be received by June 1 of the same fiscal year.

• To receive reimbursement upon grant completion, chapters must submit Chapter Grant Request for Reimbursement form, Chapter Grant Outcomes form, proof of payment, and original receipts to the NADE Vice President. Chapters may be requested to share their activity at the annual conference.

Type of Financial Request (Check Type A, Type B, Type C, or Type D):

- **Type A.** Funding to bring an Executive Board or Past President to speak at a chapter conference or event. Type A grant funds may be used to cover costs up to $500 for transportation, lodging, and meals. The chapter is initially responsible for paying all associated costs and reimbursing the Executive Board or Emeritus Cabinet member upon delivery of original expense receipts after the event. Current Executive Board members funded by this type of grant may not accept financial honoraria, but may accept small expressions of appreciation (pen, sweatshirt, etc.). Past Presidents may accept honoraria. Please indicate activities the speaker will be requested to perform; check all that may apply:
  - Deliver a keynote address
  - Present a concurrent session
  - Facilitate discussion during a concurrent session prepared by someone else
  - Meet and consult privately with chapter leaders
  - Conduct leadership development workshop for chapter leaders
  - Provide greeting to conference participants
  - Other: ___________________________________________

- **Type B.** Funding for a special innovative project. Grant covers reimbursement of approved expenditures up to $500. Examples of special projects include website development, marketing tool development, membership promotions, a speaker (other than current Board members and Past Presidents), etc.

- **Type C.** Funding to support Certification Institutes at the chapter level. Grant covers reimbursement of approved expenditures up to $500. Funding may be used to offset expenses such as meals for participants,
costs associated with meeting space, or other expenses that are the responsibility of the hosting chapter. Funds may not be used to offset the participant registration fees associated with the Institute.

- **Type D.** Funding in the amount of $500 to support a current NADE chapter president’s attendance at the NADE Conference. The president must participate in the following conference activities:
  - Advisory Council (NADE Chapter Presidents) Tuesday evening meeting with the NADE Board
  - Leadership Congress on Wednesday
  - Business Meeting on Friday
  - Chapter Meeting at the NADE Conference—Serve as facilitator

Use the space below to describe your grant request (e.g., name of desired speaker or explanation of the special project, date and location of the chapter conference or activity, itemized estimate of costs, etc.):

What is the anticipated outcome of this grant-supported activity?

Provide contact information about the person completing this form.

NAME: 

ADDRESS: 

PHONE: ___________________________ FAX: ___________________________

EMAIL: 

Please email this form to the NADE Vice President.