



STUDENT CHAPTER GRANT PROGRAM APPLICATION GUIDELINES

The Club Foundation • 1733 King Street • Alexandria, VA 22314

Since 1988, The Club Foundation has made annual grants to CMAA Student Chapters. Currently *Conference Travel Grants* are awarded to student chapters, on a matching-funds basis, which helps offset the costs associated with attending the World Conference. The Club Foundation also awards grants that provide the President of the chapter (or another representative selected by the chapter) a complimentary registration to the CMAA World Conference on Club Management.

CONFERENCE MATCHING GRANT

The Club Foundation will award up to \$500 to a chapter if they meet the following requirements:

- 1) Submit a completed *Conference Travel Grant Application* with all signatures by May 1.
- 2) Submit a completed *Grantee Report Form* verifying that the previous year's grant was used for Conference-related expenses, as it was intended.
- 3) Chapter conducted a fundraising event(s) (must include supporting documentation: deposit reports confirming amounts raised, advertising of the event, etc.).
- 4) Submit a copy of the *President's Annual Report*.
- 5) Submit a copy of the *Current Chapter Budget*.
- 6) **Please note:** Chapters should start compiling this information so that all required documentation is available for submission by the May 1 deadline.
- 7) **Restrictions:** The \$500 amount must be used for expenditures related to the CMAA World Conference, i.e., registrations, travel, etc.

CONFERENCE STUDENT REGISTRATION VOUCHER

This voucher entitles the President of a CMAA Student Chapter to one free student registration for the CMAA World Conference. If the President is unable to attend, then the voucher may be transferred to another member of the chapter. All additional travel expenses, including transportation to and from Conference, hotel accommodations, meals, and entertainment are not included with this voucher and are the responsibility of the individual student.

NOTE: Funds are not to be stockpiled from one year to the next. If a student chapter had monies leftover from the previous year, then that amount is deducted from the Conference Matching Grant Amount to be awarded for the current year.



STUDENT CHAPTER GRANT PROGRAM
CONFERENCE TRAVEL GRANT APPLICATION
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APPLICATION FILING DEADLINE IS MAY 1st

Please note: The Club Foundation Conference Matching Grant Program will match chapter funds earmarked for Conference to a maximum of \$500, based on the availability of funds. Applications will be reviewed on a case-by-case basis by the Foundation.

Chapter Name: _____

Mailing Address: _____

Contact Name: _____

Contact Phone: _____

Contact Email Address: _____

Amount of funds requested for the 2020 Conference (maximum of \$500): \$ _____

Amount of current funds chapter has allocated for the 2020 Conference: \$ _____

Please list fundraising events your chapter *has held* and the amount raised (*records must be attached proving the amounts raised, i.e. deposit slips, bank statement, or cancelled checks*):

	<i>Event</i>	<i>Amount Raised</i>
1)	_____	\$ _____
2)	_____	\$ _____
3)	_____	\$ _____
4)	_____	\$ _____
5)	_____	\$ _____

I (we) certify that the above information is complete and accurate. Please note that all signatures are required for the application to be valid:

Chapter President Signature: _____ Date: _____

Faculty Advisor Signature: _____ Date: _____

Liaison Manager Signature: _____ Date: _____



STUDENT CHAPTER GRANT PROGRAM BUDGET FORM

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Student Chapter Name:	_____
Contact Name:	_____
Contact Phone:	_____
Contact Email:	_____

Expected Income:

Student Chapter Dues	\$
Travel Grant from The Club Foundation	\$
Sponsor Chapter Support	\$
<u>Fundraising Activities:</u> (Describe)	
1)	\$
2)	\$
3)	\$
4)	\$
5)	\$
<u>Other:</u>	
1)	\$
2)	\$
3)	\$
Total Income:	\$ _____

Expected Expenses:

<u>Administrative:</u>	
Telephone	\$
Postage/Faxes	\$
Office Supplies	\$
Photocopying	\$
<u>Services:</u>	
Guest Speakers	\$
Printing	\$
Publications	\$
Printed Merchandise	\$
<u>Events:</u>	
Banquets/Receptions/Dinners	\$
Conferences/Seminars/Training	\$
Student Chapter Meetings	\$
<u>CMAA World Conference:</u>	
Registration Fees	\$
Lodging	\$
Food	\$
Air Fare	\$
Other:	\$
Total Expenses:	\$ _____



STUDENT CHAPTER GRANT PROGRAM APPLICATION CHECKLIST

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- Application
- Most recent President's Annual Report
- Most recent Student Chapter Budget Form
- Proof of Fundraising Event(s) - (Must include deposit records with amounts)
- Grantee Report Form, if you received a grant last year.

PLEASE SUBMIT ALL DOCUMENTS BY MAY 1ST TO:

The Club Foundation
Attn: Carrie Wosicki
1733 King Street
Alexandria, VA 22314
Phone: 703-739-9500



GRANTEE REPORT FORM

This form must be submitted to verify that funds granted through the Student Chapter Grant Program were used for their intended purpose of CMAA World Conference-related expenses.

In accordance with the terms of the grant from The Club Foundation, the undersigned Grantee provides the following report on the use of the grant funds:

Name and address of Grantee:

The date and amount of the Grant: _____

The requested purpose of the Grant:

Describe the progress made toward achieving the purposes of the Grant:

The amount of the Grant expended by the Grantee during the reporting period:

The undersigned Grantee attests that it has not diverted any portion of the funds from the purpose of the Grant and that it has complied with all the terms and conditions of the Grant.

GRANTEE:

By: _____

Its: _____

BUDGET:
