



## **Student Chapter Grant Eligibility, Application Requirements & Submission Guidelines**

This document is to be used to help you prepare to complete your online application. Please make note of the application elements that require you to upload a separate PDF document and those that will prompt you to create a list within the online application.

### **Student Chapter Grant Awards**

This annual grant program for CMAA Student Chapters is comprised of two parts: a complimentary student registration to the CMAA World Conference for the Chapter President and a matching-funds travel grant to assist with expenses related to attending the Conference.

All current student chapters automatically receive a voucher for the complimentary Conference student registration. To receive the matching-funds travel grant, the student chapter must submit an official application and verify that they have raised funds which are then matched dollar for dollar by The Club Foundation up to a maximum of \$500.

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.

Registration vouchers will automatically be sent to Chapter Presidents and Faculty Advisors prior to the World Conference. 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.

### **Eligibility:**

All student chapters of CMAA are eligible to apply. In order to qualify the student chapter must:

- Hold a fundraising event
- Submit President's Annual Report
- Submit Current Chapter Budget
- Submit Application for Grant

- Submit Grantee Form stipulating that funds previously received were used for their intended purpose, if applicable.

### **Application Requirements:**

The outlined application requirements will be needed to complete your online application.

- Chapter Contact Information
- 5 most recent fundraising events your chapter has held and the amount raised.
  - Records to prove amounts raised i.e. deposit slips, bank statement, or cancelled checks. One record needed for each fundraising event.
  - **List of events should be saved as a PDF, including scans or copies of records to be uploaded into the application portal.**
- Itemized Expected Income
  - Student Chapter Dues
  - Travel Grant Amount from The Club Foundation
  - Sponsor Chapter Support
  - Itemized Fundraising Activities
  - Any additional income line-items
  - **Itemized Expected Income should be saved as an Excel file or PDF to be uploaded into the application portal.**
- Itemized Expected Expenses
  - Administrative:
    - Telephone
    - Postage/Faxes
    - Office Supplies
    - Photocopying
  - Services
    - Guest Speakers
    - Printing
    - Publications
    - Printed Merchandise
  - Events
    - Banquets/Receptions/Dinners
    - Conferences/Seminars/Training
    - Student Chapter Meetings
  - CMAA World Conference
    - Registration Fees
    - Lodging
    - Food
    - Air Fare
  - Other expenses
  - **Itemized Expected Expenses should be saved as an Excel file or PDF to be uploaded into the application portal.**
- Most recent President's Annual Report

- **Report should be saved as a PDF and uploaded into the application portal.**
- Grantee Report Form (This form should be completed for the most recent grant the chapter has received, if applicable). )
  - Name and address of Grantee
  - Date and amount of the Grant
  - Describe the progress made toward achieving the purposes of the Grant **(short answer, to be filled in text field the application portal)**
  - The amount of the Grant expended by the Grantee during the reporting period.

### **Submit Your Application**

Visit <http://clubfoundation.org/applications/student-chapter-grant.html> to complete and submit your application.

Applications must be submitted by 11:59pm EDT on October 1, 2020.

Applicants will be notified via email that their application has been successfully submitted.

Grant winners will be notified in November 2020.

Please use the [online contact form](#) for any questions regarding the application or submission process.