



Chapter Workshop 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.

Chapter Workshop Grant

The Club Foundation will award grants annually, based on the availability of funds and merit of the application. The grant amount will be \$2,500, paid directly to the Chapter, and is to be used only for expenses associated with the cost of a workshop, seminar, or educational opportunity provided to the members of the Chapter. Grants will be awarded based on recommendations made by the Chapter Workshop Evaluation Committee and as approved by The Club Foundation Board of Governors. The scholarship only applies to programs not yet delivered and a report of expenditures must be provided to The Club Foundation following the date of delivery.

Incomplete applications will not be considered.

Eligibility: To qualify for this scholarship, the applicant must be:

- A small- or medium-sized Chapter of CMAA

Application Requirements:

The following items will be requested to complete your online application:

- Individual filling out the application **(text fields provided)**:
 - Name
 - Chapter Position
 - Email address
- Chapter Name: **(select your Chapter name from the Dropdown field)**
- Key Individuals: Please tell us who are the key individuals in your Chapter: **(text fields provided)**:
 - Managing Director
 - Chapter President
 - Chapter Vice President
 - Chapter Secretary
 - Chapter Treasurer

- **Current Chapter Education Activities: (text field provided)**
Please describe the current educational activities provided to members of your Chapter.

- **Proposed Workshop – please tell us about the workshop you are proposing or intending to provide to your members: (text fields provided)**
 - Facilitator/Speaker Name/Company
 - Workshop Title
 - Total Cost of Workshop

- **Financial Information: (text fields provided)**
 - Current Year Education Budget
 - Annual Chapter Revenue
 - Annual Chapter Expenses

- **Statement covering the following: (attach a PDF document)**
In 750 words or fewer, please describe the need for the requested funding; describe the proposed workshop; and describe why it would be of benefit to your Chapter members.

Please use the [online contact form](#) for any questions regarding the application or submission process or call us at 703-739-9500.

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