



# Chapter Speaker Grant Policy

**Name of Scholarships:** The ARMA International Chapter Speaker Grant

**Purpose:** To provide funds to chapters to financially assist them with acquiring high-quality speakers for their chapter educational offerings.

**Scope:** The ARMA Chapter Speaker Grant Program provides individual grants of \$500 (U.S.) across regions to be awarded each fiscal year.

**Administration:** ARMA International Member Services Department administers the grants, based on Region Directors' recommendations.

If a chapter is awarded a grant, they will receive one grant per fiscal year (July 1- June 30).

**Eligibility Requirements:** To be eligible for this grant, applicants must:

- a. Be in need of financial assistance to be able to attract speakers for educational events.

**Application Deadlines:** A chapter must submit its application to its region director by December 1 April 1. Region directors must forward the applications they selected to HQ Member Services so they are received by December 15 and April 15.

## Application Procedures:

1. The chapter submits the following to its region director:
  - a. Its application
  - b. Treasurer's year-end report from previous fiscal year
  - c. Current treasurer's report/balance sheet (generated within the previous 30 days prior to the submission).
  - d. Note: Applications without the above two treasurer's reports will be disqualified from further consideration.
2. The region director will:
  - a. Review each application based on financial need and provide recommendations to ARMA International Member Services Department.
  - b. Submit the applications to the ARMA International Member Services Department

## Grant Approval:

1. Only one grant will be awarded per chapter, per fiscal year (July 1 - June 30).
2. Grant funds will be sent to chapters by means of electronic funds transfer or check
3. If a chapter is not selected to receive a grant, its application will remain on file for consideration during the next review period (e.g., if not selected during the December review period, it will be considered during the January review period) unless the chapter requests it not be considered. However, a new application will supersede any previous one on file.
4. Failure to comply with ARMA International's policies for this program may result in the chapter's disqualification from future participation in the program.



# Chapter Speaker Grant Application

### Steps for approval:

1. Complete and submit the form, your treasurer's year-end report from the previous fiscal year, and your current treasurer's report (generated within the previous 30 days) to your region director.
2. Your region director will review and recommend chapter speaker grant recipients to ARMA International by December 15 and April 15.
3. ARMA International Member Services Department will award grants based on the region director's recommendations.
4. Chapters will be advised by ARMA International Member Services Department of application approval by January 1 and May 1.

Date: \_\_\_\_\_

Chapter Name: \_\_\_\_\_

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Leadership Position in Chapter: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail: \_\_\_\_\_

### Speaker Information:

Name: \_\_\_\_\_

Session/Title/Topic: \_\_\_\_\_

Brief Session Description: \_\_\_\_\_

Date of Session: \_\_\_\_\_

### Additional comment and other justification for requesting grant:

\_\_\_\_\_  
\_\_\_\_\_

### Speaker Expenses:

Travel (air, car, taxi, etc.): \_\_\_\_\_ Meals: \_\_\_\_\_ Other: \_\_\_\_\_

Fees/Honorariums: \_\_\_\_\_ Hotel: \_\_\_\_\_ Total: \_\_\_\_\_

### Event/Session Budget:

Projected Revenue (Registration fees of attendees, sponsorship, etc. Do not include grant funds): \_\_\_\_\_

Projected Expenses: \_\_\_\_\_

Meal: \_\_\_\_\_ Room: \_\_\_\_\_ AV/other event costs : \_\_\_\_\_

### Chapter Financials:

Current Chapter Funds: \_\_\_\_\_ As of Date: \_\_\_\_\_

### Reserved for Region Director comments:

\_\_\_\_\_  
\_\_\_\_\_

### Reserved for HQ Member Services comments:

\_\_\_\_\_  
\_\_\_\_\_

Region Director: Please submit, electronically, completed application(s) by the respective deadline, along with your recommendations, to [chapters@armaintl.org](mailto:chapters@armaintl.org).

Or:

Submit one hard copy of your submission to: Member Services Department, ARMA International, 11880 College Blvd, Suite 450, Overland Park, KS 66210 USA