



# Region Leadership Training Grant Policy

**Name of Grant:** The ARMA International Region Leadership Training Grant

**Purpose:** To provide funds to chapters to financially assist them with sending chapter leaders to their region leadership training conference.

**Scope:** The Region Leadership Training Grant Program provides each region one grant 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.

Grants will be awarded, per fiscal year (July 1 – June 30) as follows:

- a. One grant per region

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

- a. Be in need of financial assistance to be able to send leaders to the region leadership training.

**Application Deadline:** The chapter must submit its application to its region director at least 60 calendar days prior to the start of the region leadership training. Failure to meet this deadline could result in funds being allocated to another region.

## Application Procedures:

1. At least 60 calendar days prior to the region leadership training meeting, 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. If more than two applications are submitted in one region, the region director will:
  - a. Review each application based on financial need and provide recommendations to ARMA International Member Services Department. The region director's recommendations should be based on an evaluation of the chapter's financial status, previous participation (or inability to participate) in region leadership meetings, and the proximity of the chapter to the leadership training venue. Additional applications received worthy of consideration are to be marked "Alternate" and forwarded to the ARMA International Members Services Department.
  - b. Submit the applications to the ARMA International Member Services Department
3. If excess funds are available, additional applications marked "Alternate" may be submitted to ARMA International Member Services Department for possible consideration.

## Grant Approval:

1. Only one grant will be awarded per region to a chapter each fiscal year (July 1 - June 30).
2. Grant funds will be sent to the chapter by means of electronic funds transfer or check.
3. The chapter recipient is required to attend the entire region leadership conference. Otherwise, the chapter must return the grant funds to ARMA International. Exceptions may be made in cases of medical emergency, family issues, travel, delays, and similar circumstances. The region director and ARMA International Member Services Department will review the circumstances and make a determination.
4. If a region does not have a qualifying grant application, ARMA International Member Services Department may consider awarding these funds to alternate qualifying applicants in other regions.



# Region Leadership Training 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 grant recipients to ARMA International at least 60 calendar days prior to your leadership training.
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 within 10 business days of the application's receipt from the region director.

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

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

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

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

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

### Justification for requesting leadership training grant:

### Chapter Financials:

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

### Reserved for Region Director comments:

\_\_\_\_\_  
(Region Director Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### Reserved for HQ Member Services comments:

**Region Director:** Please send, electronically, completed application(s) along with your recommendations so they will be received at least 60 calendar days prior to your region's leadership training to:

chapters@armaintl.org

OR

Submit one hard copy to:

Member Services Department  
ARMA International  
11880 College Blvd, Suite 450  
Overland Park, KS 66210 USA