

# ARMA International

## Chapter Speaker Grant Policy

**Name of Scholarship:** The ARMA Chapter Speaker Grant

**Purpose:** To provide chapters with funding to assist them in acquiring high quality speakers for their educational offerings. This is as recommended by the Leadership Task Force, February 2006.

**Scope:** The ARMA Chapter Speaker Grant Program allows for individual grants of \$500 (U.S.) for acquisition of speaker(s) for an individual educational program.

**Administration:** ARMA International Member Services will administer the grants, based on the recommendation of the respective Region Manager. The Leadership Development and Training Committee (LDTC) will have oversight of the program.

**Application Procedures:** All applications will initially be submitted to the respective Region Manager. The Region Manager will determine which Chapter Speaker Grant application(s) will be submitted to ARMA Member Services for review, approval, and awarding of the grant money. The Region Manager's recommendation should be based on an evaluation, which may include financial status of the requesting chapter.

After review by the respective Region Manager, the application(s) will be sent to HQ Member Services for final review and processing.

- Application must be received by the first day of the months as follows: July, October, January, and April of the respective year.
- Grants may be payable in advance of program, with proper documentation (e.g., RFP, proposal from speaker).
- If grant is paid in advance of program based on proposals, final bills must be submitted to HQ Member Services within 30 days of final payment for services rendered.
- HQ Member Services will award up to 25 grants per year based on submissions received according to the above deadlines.
- If a chapter is not selected, they may resubmit their request for the next review period (e.g., if not selected July 1, may resubmit for consideration October 1).
- Chapter must allow sufficient time for submission to Region Manager and HQ Member Services approval.
- Consideration will be given to financial need of requesting chapter. NOTE: You must attach a current report from your Treasurer.
- Grant reimbursement of expenses, according to the above, will be made upon submission of paid receipt, up to the \$500 allowance per application(s).
- Only one grant will be awarded per chapter, per fiscal year (July through June).
- Failure to comply with ARMA International's policies for this program may result in termination of a Chapter's future participation in program.

# Chapter Speaker Grant Program Request Form

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

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

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

Leadership Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Speaker name, topic to be addressed, and other justification for requesting grant:

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

Amount of money requested (up to \$500 U.S.): \_\_\_\_\_

Please attach RFP, proposal, or other documentation

### Steps for approval:

1. Complete and submit this form to your Region Manager, along with anticipated costs and documentation (e.g., RFP, proposal).
2. Region Manager will review and recommend chapter grant recipients to HQ Member Services by July 1, October 1, January 1, or April 1.
3. HQ Member Services will award grants based on recommendations by Region Manager.
4. Chapter will be advised by HQ Member Services of application approval within two weeks after receipt.

Reserved for Region Manager comments: \_\_\_\_\_

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

Reserved for HQ Member Services comments: \_\_\_\_\_

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

Region Manager: please fax or mail completed application(s) by the respective deadline, along with your recommendations, to:

Trevor Mitchell, Director of Member Services  
ARMA International  
11880 College Blvd., Suite 450  
Overland Park, KS 66210 USA  
Fax: +1 913.341.3742



**Note:** International Chapters should submit form directly to HQ Member Services, in lieu of Region Manager