

## **SCAHPERD Grant Guidelines**

### **Introduction:**

The Alliance Finance Committee is charged with the responsibility of administering special projects (grants) to the Associations which encourage support, research, and development. The Committee supports a wide range of professional activities that will benefit the Association and the Alliance in the development of its members. The Committee recognizes that interests vary from Association to Association. Associations and individuals within an Association are welcome to apply for project funding which support professional growth and development.

### **Annual Funding Available:**

The annual grant budget is based on Jump Rope For Heart funding. The amount is from the prior year's funding. **The 2010 budget is \$ 2500**

### **Proposals may be submitted in the following categories (Associations up to \$500 and Individuals up to \$150):**

#### A. Individual Projects

To help establish, maintain and support scholarly activities and research that assist with individual growth and/or growth of their association.

#### B. Association Enhancement Projects

To help Associations improve professional activities which promote the growth and development of its membership.

#### C. Association Fund-Raising Projects

To help Associations when there is a need for start up funds during fund raising events that are designed to improve the financial standings of the Association.

#### D. Special Projects

Designed to help individuals and/or Associations in the development and dissemination of professional productions. Types of activities include, but are not limited to, workshops, dance events, colloquia, etc.

### **Application Procedures:**

#### **Eligibility:**

All members and Associations of the SC Alliance, as defined in the Alliance By-Laws, are eligible to apply for Alliance Grants. Preference is given to Multi-Association, Association, and Individual request. Members of the Alliance Finance Committee are not eligible to apply for Alliance Grants during the time they are sitting on the committee. However, they can apply to the Alliance Executive Board of Directors for funds to support similar activities.

## Information for Grant Development Support (page 2)

### Conditions of Awards:

- A. Because grant funds are a limited resource, individuals are limited to a total of \$300 in awards over a three (3) calendar years.
- B. Alliance grants do not support work toward completion of an academic degree on the part of an individual member.
- C. Awards will be made only for projects for which the proposer is a principle person and for which some direct benefit(s) can be shown to the Association and/or members of the Alliance.
- D. Recipients must support funding with expenditure statements showing use of all funds requested.
- E. All grant recipients must submit a final report to the Executive Director within six weeks of the end of the term of the award. The final report should outline, in summary format, outcomes on the use of the funds and the projected benefits gained by the individual and/or Association. If a final report is not submitted, the individual/Association will be ineligible for funding for the next two (2) calendar years.
- F. The recipient of the grant will be encouraged to share their outcomes/results at the Annual Convention if the information is appropriate for oral presentation.
- G. **Associations may apply for Association Enhancement project grants if the funds are to be used at the Annual Convention for pre-convention sessions only.** Grants **will not** be awarded to assist with program presenters, set up activities, etc. during general convention sessions.

### Application Deadlines:

The applications are to be submitted to the Executive Director of the Alliance by 6:00PM of the deadline date:

- 1<sup>st</sup> Round: First Friday of September (Awarded in November)
- 2<sup>nd</sup> Round: Second Friday of January (Awarded in March)

### Application Forms:

Cover sheets and application instructions are available through the Alliance Executive Director. Please direct questions to the Chair of the Alliance Finance Committee. It is generally advantageous to review the project design and the proposal with one or more members of the committee before it is finalized and submitted.

**Failure to conform to the current application format (see instructions) will prejudice the Finance Committee against the application.**

## **Information for Grant Development Support (page 3)**

### **Evaluation Procedures:**

The criteria the Finance Committee uses include the following during the evaluation of proposals:

#### **The quality of the Project:**

- A. How significant is the project for the Association or Associations involved?
- B. How will the results benefit the Alliance and the professional development of the individual and/or Association. Will the project result in desirable program changes, positive public reactions, publications, or exhibitions?
- C. Is the logic or plan adequate to achieve the proposed results?
- D. Is the budget realistic? Is the necessity and cost of each item justified?
- E. Is the proposed time schedule realistic?
- F. Will the proposal lead to external funding or other new resources for the Alliance or Association?

#### **The quality of the Proposal:**

- A. Is the proposal clear, well-organized, and understandable to non-experts? Is the proposal complete and fully detailed in describing the project? Does the proposal conform to the application format?
- B. Is the proposal well-written and typed? The committee will be prejudiced against proposals which are carelessly written and poorly proofread.
- C. Does the proposal show familiarity with the work which is most important to the proposed project?

## **INSTRUCTIONS FOR ALLIANCE GRANTS**

### **General Instructions:**

Application for Alliance Grants must include the following items:

1. A completed current cover sheet (available through Alliance Executive Director).
2. A description of the project, not to exceed three (3) single-spaced typed pages. (font size, at least 12 point)

### **Information for Grant Development Support (page 4)**

3. A project summary (one page).  
The **project summary** should be written in terms clear to evaluators who are not specialists in your professional area. Summaries may be up to one page in length. Indicate in your summary the type of grant.
4. An itemized budget.
5. A statement of affiliation with the Alliance or Association.
6. Ten copies of each of the above.

**COMPLETE APPLICATIONS MUST BE SUBMITTED TO THE ALLIANCE EXECUTIVE DIRECTOR BY 6:00PM OF THE DATE SPECIFIED ON THE INFORMATION UNDER APPLICATION DEADLINES.**