

## **NASAP Affiliate Growth Fund Request for Proposal**

New and growing affiliates may submit proposals to NASAP for up to \$500.00 to finance programs and projects that are both educational in nature and designed to expand their affiliate membership. Some examples may include:

- paying travel expenses for a general NASAP member to speak at an affiliated sponsored event (where it is uncertain that enough income will be generated to cover the program\*);
- covering routine costs necessary to conduct an affiliate event such as rental of a facility, printing brochures, etc.\*;
- paying travel expenses for the Executive Director or a Board member to meet with prospective affiliates to offer them assistance in beginning an affiliate;
- giving financial assistance to make it possible for an affiliate representative (of an affiliate with at least five general members) to attend the fall COR meeting (Note: An affiliate can apply to send only one representative and they can make this application no more than once every three years.);

\*Affiliates will be asked to present their proposed budgets as well as their final budget for the activities for which they apply for funds. In the event that the program or project makes a profit that is equal or greater than the amount given by the fund, the affiliate will be asked to repay half of the “seed money” in order to make money available to other affiliates.

### Applications Process:

Affiliates will send their requests to the NASAP office either by email, regular mail or fax and the requests will be forwarded to the Finance and Grants committee members. Affiliates are urged to apply for the funds early in their planning process since the timeframe for the committee to make a decision may be two months from the date of the proposal.

Note: In the event there are several proposals being considered at one time, the committee may have to decide among the proposals, based on the strength of the proposals, in order to keep a conservative balance in the fund. Priority will be given to those affiliates who have not received money from the fund.

### Request for Proposal Content:

At a minimum all requests must include:

The purpose of the request (detailing the educational nature and design).

An explanation as to how the use of the funds will help grow the affiliate.

Background information on the affiliate (when it formed, its structure, how often it meets and the nature of the meetings, etc.)

Information on the finances of the affiliate (dues structure, current balance, etc.)

A proposed budget for the program or project

A statement that the affiliate will provide a final budget at the close of the program or project and will return half of the seed money if the affiliate makes a profit equal to or greater than the amount awarded them in the grant.

Include a list of affiliate members. The NASAP office will cross reference the list to verify that there are at least 2 general NASAP members for program and project proposals. There must be at least 5 general NASAP members for applications for travel assistance to the Hershey meeting. Note that the general members must be active in the affiliate.