**Introduction and Criteria**

The Chapters Committee is pleased to announce the first round of 2017 Project and Event Grants. We have received funding from the North America Section, SCB Global, and through our own fundraising to support these grants. Project and Event Grants are exclusively awarded to chapters that can demonstrate that the potential event will **recruit SCB global membership** (i.e. joining the global society). Applications are due 6 January 2017 – **EXTENDED TO JAN 20TH!.** Recipients will be selected based upon the following criteria:

1. The purpose of these grants is to support chapters in their activities while also increasing membership to the global society. The potential project or event recruits SCB global membership with the goal of returning or surpassing the investment of the awarded grant to the global society in membership fees. The potential for membership increase must clearly be demonstrated in this application.
2. Due to restrictions in how we can allocate funds, the grant can only be administered through reimbursement (see Distribution of Funding on page 4).
3. Officers or board members of the awarded chapter must all be members of the global society. Priority is given to chapters with a larger percentage of global SCB members in their general membership.
4. Chapter must have completed an annual registration within the last year and must be an active chapter (i.e. registered and holding regular meetings and activities).
5. Awarded Chapter agrees to send an event poster to a SCB conference of their choice within a year following the completion of the event (printing costs covered by Chapters Committee). While we hope a chapter member can attend the conference, this is not required. A template for this poster will be provided. **The failure to provide a poster will result in disqualification for future SCB Chapter Project and Event Grants.**
6. Chapters in every section are encouraged to apply. However, much of the funding for project grants is provided by the NA section of SCB and therefore must be allocated to NA Chapters. The Chapters Committee will work to support non-NA chapters despite this restriction. Past applicants are encouraged to re-apply, though preference will be given to first time recipients.

**Agreement**

**Read this agreement in total before beginning the application process.**  Signature of this agreement demonstrates that you understand the responsibilities associated with being awarded a SCB Chapter Project and Events Grant.

We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of chapter) agree to use the awarded funds ONLY for the specified tasks explicitly stated in this application and to meet the following requirements:

I) Awardee agrees to provide copies of receipts to the chapters committee for purchases made with awarded funds. Due to SCB global policy, funds can only be reimbursed and receipts are necessary for reimbursement.
II) Awardee agrees to complete event at the date and time designated in this application or to consult the Chapters Committee and reschedule the event within a month of the designated time if approved by the committee.
III) Awardee agrees to provide a project/event poster at an SCB conference within one year after the completion of project/event, whether or not they are in attendance.

IV) Awardee agrees to return a post-award report and reimbursement request within **one month** of completion of event.

**The misuse of funds or failure to meet these requirements will result in disqualification for future SCB Chapter Project and Event Grants. The misuse of awarded funds for purposes not designated and approved in this application will also result in inactivation of the chapter until misused funds are returned to the global society. Inappropriate expenses (see below) or expenses not proposed in the original application may not be reimbursed (regardless of receipts)**

Funds may NOT be used for the following: Chapter member travel, alcohol, or stipends for chapter members.

Your signature demonstrates that you understand the requirements designated in this agreement. The signatures of three officers or board members are required for submission.

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President Global SCB Member ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

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

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Global SCB Member ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

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

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Global SCB Member ID #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

**Grant Application**
Chapter Information:

|  |  |
| --- | --- |
| SCB Chapter Name  |  |
| Chapter Address |  |
| Chapter Email |  |
| Approximate Date of Chapter Creation |  |
| Approx. Date of last registration |  |
| Date of last meeting |  |
| How many members does your Chapter have? |  |
| What is the estimated percentage of registered (paying) SCB Global members in your Chapter? |  |
| Name at least 3 events or activities your chapter has held in the last year.  |  |

Grant Contact Person:

|  |  |
| --- | --- |
| First and Last Name |  |
| Affiliation with Chapter |  |
| Email |  |
| Phone Number |  |

Officer or Board Member Information:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position | Email | Global SCB ID # |
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Project or Event Information:

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| --- | --- |
| Project or Event Title |  |
| Type of event (conservation project, conference, etc) |  |
| Date(s) and Time(s) of Event |  |
| Location(s) of event |  |
| Anticipated Attendance |  |

Brief Event Description (250 words):

**Grant Application (continued)**

**You must attach supplemental information to this application (i.e. website links, copies of invoices) that validates the pricing information that you are providing. Grants will not be considered without pricing validation (can be quotes, screenshot/links to items, pictures of pricing, etc.)**

Budget- $750 Maximum.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Items | Vendor | Price/Unit | Unit (how many you need) | Funding Source\* |
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| Total Cost |  |

\* The purpose of the ‘funding source’ column is to demonstrate that multiple sources (grants, chapter funds, donations) are being used to fund the project/event. Demonstrating that multiple funding sources are being utilized will maximize chance for award. For items that will be purchased from this grant, type ‘this grant’ or ‘SCB grant.’

**Distribution of Funding:**

Awarded funds will be distributed to the chapter by **reimbursement only.** While we recognize that this puts strain on many chapters that have limited funds, this is the only way that the chapters committee can distribute awards due to regulations in the US. We apologize for any inconvenience.

Reimbursements can only occur by:

-Check
-Paypal
-Money Order (Include the cost to send a Money Order in your budget)

In order to receive a reimbursement you must email receipts and a completed reimbursement form (a form will be provided to awardees) to Marit Wilkerson at mlwilkerson@ucdavis.edu. Reimbursements will occur approximately 2 weeks after completed requests are submitted.

**Advertising for your Project/Event**

Provide a brief description of how you will advertise for your event/project. (250 words)

Provide a rough **timeline** of how and when your chapter will prepare for the event/project. Include advertising efforts, purchasing of materials, set up of event, date of event, poster creation, and date of presentation at a conference.

Provide a detailed description of how your event/project will increase membership to SCB global (paying members). Include the number and type (student, professional) of members that you intend to recruit and approximate the amount in membership fees that could be stimulated from your event/project. Attach supplemental material as needed.

**Tips for Recruiting and Promoting Global Membership**

1. If your event/project has an admission fee, make the cost cheaper for global SCB members (they present their global ID number or log in on a smart phone).

2. Provide a registration table at the event where people can register on a laptop to become a member at the event.

3. At your event present the benefits of being a member of the global society.

4. Provide the hard copies of membership forms which can be downloaded from the SCB website.

5. Have members talk about how the global society has benefited them.

6. Advertise to non-chapter members about your project/event.

7. Powerpoint presentation before event with pros of global membership.

**Post-Award Report – Due 1 month after the completion of your event.**

To complete and return after the completion of your event if awarded a SCB Chapter Project and Event Grants.

What is your best estimate of how many new SCB Global members have been recruited by your event/project?

Please list the names of any new SCB global members that you know joined because of your Chapter’s recruitment efforts.

How were you personally involved with recruitment efforts, either through your Chapter or otherwise?

Name the conference title and year that you wish to complete requirements stated in the SCB Chapter Project and Event Grant Agreement.