SWE–Region H Section Vitality Grant (SVG) Policy

# Purpose

Provide financial assistance for sections that have identified areas of improvement during the year-end vitality assessment or final section report. Grant will provide funds for any means that may help the vitality of the section, particularly in at least one of the following areas identified for improvement: leadership, membership growth and retention, section activities and participation, and section management.

# Budget

* This grant is funded by an endowment, yielding at least $1,000 each fiscal year, starting in FY17.
* At the first submittal deadline, the budget will be allocated 50% for collegiate sections and 50% for professional sections.
* After the first deadline has passed, any remaining funds will be awarded at the second deadline on an as-needed basis, regardless of professional or collegiate section.
* Grant dollars not used during the fiscal year will not be transferred to another fiscal year. If no grants are awarded by March 1st of a given year, the region governor may reallocate the funds toward a region program that meets the intent of this grant.
* Approved funds will be divided among qualifying events by the approval committee.
* The SVG approval committee shall be made up of the region treasurer, a leadership coach, and the region governor.  Additional committee members may be appointed by the region governor.

# Basic Requirements

* Complete and submit the Region H SVG application.
* The applicant should describe the program or event and how it will help improve that section’s vitality.
* The program should be dedicated to:
	+ Building membership,
	+ Leadership training,
	+ Holding programs,
	+ Assisting new sections once chartered,
	+ Or other applicable causes.
* Tour/recreational expenses will not be covered by this grant.

# Approval Procedure

* The region treasurer will provide an application form.
* Submissions will be made to the region treasurer at regionh.treasurer@swe.org.
* The program must be at least one month after the application deadline. Funds must be spent within 6 months of the approval date, unless otherwise approved by the committee.
* The treasurer will review each expense within the application and will make a recommendation to the approval committee for approval or rejection of each expense. The treasurer will work with the Leadership Coaching Committee to assess the need of each applicant based on the previous year’s section vitality assessment or final section report and will use that as the basis for recommendation of approval or rejection. The approval committee shall approve or reject each application. (*Note: These are guidelines and not absolute rules and should be treated as such. The purpose of the SVG should be kept in mind when processing the applications.)*
* The total amount approved may be less than the grant budget for the fiscal year.
* The treasurer will inform the applicant of the approval/rejection of each expense and the total amount of the grant no later than 21 days after the application deadline.
* Applications submitted will be processed three times per year, with application deadlines of August 31 (professional sections only), September 30 (collegiate sections only), and January 31 (all sections). Additional dates may be identified by the treasurer in a given year. the region council will be notified of the status of any remaining funds.

# Requirements for Approving Section Vitality Grants

* The application must be received by the due date. No late applications will be processed. E-mail is the preferred method for submitting an application.
* All basic requirements described above must be met.
* The amount of money to be approved will be based on the availability of the funds and the number of applicants. If there is more than one applicant for the grant, the funds may not necessarily be equally divided among applicants.
* If a section is not approved, reasons shall be provided to the applicant.

# Requirements for Reimbursement

* Grant conditions may include the following:
* Up to 80% of the funds will be initially released per an approved application and budget indicating where the funds will be directed.
* The remaining 20% of funds will be released with a final report: a paragraph describing the impact of the program with data collected. Funds will be released when this paragraph is submitted via e-mail to the region governor with a copy to the region treasurer. This paragraph should also be reported in the section report activity log.
* If the applicant is not able to use the SVG funds for the approved items, then the funds will be returned to the region.
* If actual costs incurred are less than the amount of the grant approved, only the actual expenses shall be covered.
* Required documents must be submitted within 30 days of the end of the program.
* Treasurer will issue final disbursement checks within 30 days of receipt of documentation.

# Revision History

* Thursday, January 14, 2016– Policy approved at Region H Council.