Show Me the Money!

Chapter Finances

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Annual Chapter Funding

Annual Chapter Funding

- All chapters receive annual chapter funding at the beginning of the fiscal year (July 1) for chapter expenses.

- The amount of annual chapter funding allocated to a chapter is provided on a graduated scale, corresponding with the federally established per diem Meals & Incidental Expenses (M&IE) tier for the area.

Annual Chapter Funding

M&IE Tier	Annual Funding
1	$200
2	$250
3	$300
4	$350
5	$400
6	$450

Examples for Annual Chapter Funding Allocations:
- Washington, DC is Tier 5 = $400
- Augusta, GA is Tier 3 = $300
- Chicago, IL is Tier 6 = $450

www.gsa.gov post the M&IE tiers for cities and states in the U.S.

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Annual Chapter Funding

- Chapters will not receive annual chapter funding until all money in the current chapter account has been spent.

- Chapters that do have money in their account will have until July 1, 2018, to spend money what is left.

- After July 1, 2018, an alumni staff member will contact the chapter leaders to discuss options on what to do if there is money remaining in the chapter account.

Annual Chapter Funding
Suggested Use of funds

- **Event Supplies**
  - Social media boosts/advertisement
  - Gifts for visiting speaker
  - Venue reservations
  - Chapter supplies
  - Refreshments at small or paid event
- **Reusable Chapter Materials**
  - Chapter signage
  - Custom nametags for chapter leaders
- **Chapter Merchandise**
  - Business cards
  - Reusable UGA/chapter flag

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Annual Chapter Funding
Discouraged use of funding

Try not to use large percentages of your annual funding on low-impact, low-registration, or chapter-leadership-only events. Less-preferred uses of annual funding include:

- Alcoholic beverages

- Gift cards*

- Other non-profit organizations*
  - Annual chapter funding comes from the UGA Foundation, which is a nonprofit

- Food at chapter board meetings

- Gifts for all event attendees – giveaways can be requested through the Event Request Form

- Cost-to-participate events exceeding $10/person

- Spending all annual chapter funding on one event – use grant funding for large expenditures!

Annual Chapter Funding
Supplemental Annual Chapter Funding

- Chapters can apply for more annual funding through the [Supplemental Annual Chapter Funding Application online](#).

- Supplemental annual chapter funding will granted to chapters that have used all of its annual funding and have justified why additional funds are needed.

- Applications are accepted anytime and will be approved, modified, or denied by Alumni Association staff within two weeks.

How to get reimbursed

In order to reimburse a chapter leader we need to following:

- Signed and completed [honorarium](#)
- Signed and completed W-9
- All receipts
- List of attendees if the reimbursement is for food

Grant Funding

Grant Funding Program

- **Grant funding** can be provided for a large scale event the chapter would like to have that requires more money than the Annual Chapter Funding

- **Grant Funding Request**:

  - Chapters will submit a [Grant Funding Request Form](#) online

  - Requests for grant funding for an event must be submitted at least six weeks prior to the scheduled event date.

- Arch chapters may submit up to four grant requests per year

- Pillar chapters may submit one

Grant Funding Program

- All grant request MUST include:

  - a detailed event description

  - estimated number of attendees

  - the amount of money the chapter is requesting

  - how the money is going to be used

  - how at least half of that money will be recouped

    Registration fees, sponsorships and gifts-in-kind will be used to help offset the cost of grant funded events

  - if additional funding is being provided by sponsors

  - any and all contracts, invoices, or supporting documents

Grant Funded Program

Give yourself time:
- Grants can take several days to approve, plan accordingly
- When working with third party companies it is important to plan for delays

Provide detail:
- When filling out the grant request it is important to give as much detail as possible
- Provide all contracts, invoices, and w-9's that need to be signed in the grant request (remember, you should never sign a contract!)
- Provide a realistic estimation of the number of people you hope to have at the event

Have a marketing strategy:
- What marketing tools will the chapter use to effectively market this event?
- It takes more than an evite!
- Don't be afraid of personal outreach

Have an event execution strategy:
- Decide far in advance what board members will work the event
- Create and assign specific jobs for the event to board members before the week of the event
- Asses and determine what additional staff support/resources you need and communicate those needs in advance

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Grant Funding Program

- Grant funding applications will be reviewed by Alumni Association staff and submitted to the Alumni Association Board's chapters committee for approval.

- Depending on the quality of the grant request and the complexity of the proposed event, it could take up to 10 business days to approve.

- Chapters staff are always available to help you navigate the grant request process at any point along the way.

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Grant Funded Program

- Strengthens and/or expands alumni outreach to the broadest group of alumni or to a strategically targeted segment of the alumni constituency

- Strengthens and/or expands the interaction between alumni and students to increase the Alumni Association's visibility among alumni and students

- Strengthens and/or expands the number of meaningful opportunities for collaborations and partnerships

- Creates a greater awareness of the Alumni Association and your chapter area and constituent group

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