**Chapter Funding Assistance Requests:**

1. Chapter presidents will be notified about the funding assistance application process each year.
2. Chapters must complete the Chapter Funding Assistance Request Application. Requests should be submitted at least 30 days prior to the event/expense.
3. New chapters and/or those that have not received funding previously will be given preference.
4. In most cases the IEA-Retired Council Executive Committee will approve/reject the application.
5. Requests should not exceed $500.00.
6. Chapters may apply for more than 1 funding request in a fiscal year. Approval will be based on # 3 above and the funds still available for chapter assistance.
7. There is no deadline for filing the application but when the budgeted money has all been granted, the Executive Committee will not be able to approve any more applications for that fiscal year.
8. After completing the program for which the grant was approved, the person who applied for the grant for the chapter must complete a voucher and attach all receipts. All individuals who were recipients of the grant monies must be listed on the receipt or on a separate list. For a meal or refreshments a copy of the sign-in sheet would suffice. Additionally, the grant evaluation/feedback sheet form must be included. These must be submitted within 60 days of the event/expenses incurred.
9. Appeals of decisions made by the IEA-Retired Executive Committee will be referred to the IEA-Retired Council.
10. The Secretary-Treasurer of the IEA-Retired Council will send a letter of approval and voucher with instructions or a denial letter.
11. Grants may be short term for a specific item that would end on a specific date or long term in the case of a newly organizing chapter that may be applying for the full $500.00 grant to be used for organizing throughout the year. Their grant would end on June 30 (end of the fiscal year).
12. A new chapter may apply for a year-long organizing grant for up to 3 years. After this time period, they may apply for chapter support grants for special activities.
13. Starting July 1, 2015, a chapter must collect a minimum of five dollars annual chapter dues per person (or lifetime chapter dues) in order to apply for a Chapter Funding Assistance Grant.
14. A compiled list for all chapter association requests granted will be maintained in order to assure equity and fairness.