

## ACSA R12 Activity/Design Project Guidelines



### Overview:

It is ACSA Region 12's philosophy to expend region funds as available for charter and committee projects and/or activities that are of benefit to ACSA Region 12 members.

When your project application is reviewed, we ask ourselves these questions:

1. Is the charter or committee requesting funds also contributing financially to this project? (You must show contributing funds on the form.)
2. Does this request show joint efforts between charters and/or region (e.g. two or more entities)?
3. Is the amount requested appropriate for the number of ACSA members participating?

### Process to obtain funds:

Charters may turn in two Activity/Design Project forms per year: one in the fall and one for the spring to help fund events. The following guidelines apply:

1. Activity/Design Project amounts are in the amount of \$300 for the fall and spring.
2. You may receive an additional \$150 for the first plan if you submit it to the region Executive Director or Consultant by June 30th. This would be a total of \$450.
3. If you do not submit the fall plan by June 30th, you may still submit a plan for \$250 for the fall by Aug. 30th.
4. The second plan is due by Nov 30th with an amount of \$300.
5. Deadlines must be met and late submissions will not be reviewed for funding.

The fillable pdf can be found on the region website on the About Us/Resources page.