

1. INTRODUCTION

The Association of Proposal Management Professionals (APMP) is a member organization. We recognize that supporting our chapters is essential to the growth of APMP, as our chapters offer our membership significant benefits. We have established this Grant Program to support chapter activities, not research. We are limited in the number of projects that we can support. We will base the number of grants awarded on the total budget for the year, and the number of qualified grant applications received. We reserve the right to award a lesser amount than that in the application. To receive funding, a chapter making a grant request must meet the following criteria:

- Be a chapter in good standing, or
- Be an established committee with committee members in good standing
- If an established chapter, the chapter must have submitted its annual report for the previous year to the APMP Executive Director.
- Not currently developing a grant project

We do not support programs or projects that discriminate based on gender, race, color, religion or sexual orientation. We do not provide grants for general operating costs, for example:

- Regular meeting expenses
- Chapter website maintenance costs
- Chapter newsletter costs
- Established programs or symposiums
- Indirect costs
- Sponsorship of individuals for fundraising events, such as walks, runs, etc.
- Political causes, candidates, organizations or campaigns
- Direct grants or scholarships to individuals
- Labor

2. FUNDING CYCLE

We accept and review applications on a bi-annual basis in June and December for projects to be implemented in the FOLLOWING CALENDER year, i.e. applications submitted in December 2008 are for projects starting in 2009. It is our practice to give only one grant to an organization during any calendar year. We reserve the right to revise the grant criteria and/or process at any time.

3. HOW TO APPLY FOR FUNDING

- Please submit all applications using the form provided
- Do not include any materials other than those specifically requested
- Email your submission and attachments to the APMP Executive Director, with a copy to your Regional Director

4. REPORTS

We require a minimum of two status reports (interim and final) per year from grant approval until project completion. Report due dates will be outlined in a “letter of agreement” from APMP upon notification of approval.

Reports must include:

- A narrative account of what was accomplished, including a description of progress made toward achieving the goals of the grant
- Obstacles and unexpected results
- Detailed line item financial accounting of how the grant funds were spent
- Statistical support as to effectiveness of program
- Next steps and expected outcomes
- Lessons learned
- Other information as specified

5. INTELLECTUAL PROPERTY

Any data created during a grant-funded project, including but not limited to research or survey data, documents and/or presentations, shall become the intellectual property and copyright of APMP. Republication, reprint and Internet posting rights may be granted by APMP.

6. EVALUATION CRITERIA

The APMP Board of Directors will evaluate the application for the following:

- Programs or projects that demonstrate a high level of relevance to the APMP mission, its Body of Knowledge and/or business development acquisition and proposal management processes and procedures
- Chapters/committees that leverage other resources/involvement and collaboration with other organizations/finding partners and building coalitions
- Identification of what chapters/committees hope to achieve if they get the grant
- An effective Evaluation Plan so we will know the program/project worked