

***NCCCC Chapter Mini-Grant Application  
Proposal Cover Page***

The NCCCC Membership Committee wishes to support the growth, development and strength of state Chapters and membership within the organization. NCCCC has set aside funds to help Chapters reach their goals, whether activities are related to start-up, membership recruitment or ongoing professional development. If you have any questions about the Mini-grant or this application, please contact Beth Jeglum at [bjeglum@iupui.edu](mailto:bjeglum@iupui.edu) or call (317) 278-2265.

***Requirements for Applying for Mini-Grants:***

- Must be an NCCCC Chapter with a signed Chapter Agreement; *or*
- The individual applying for the mini-grant must be a current NCCCC member, with a stated purpose to develop membership and chapter within his/her state.
- Application must include a full Chapter roster or list of potential members including individual member contact information and campus affiliation.
- Applicant must define the Chapter goal(s) and how the grant will assist in meeting the goal(s).
- Applicant shall complete the “Meeting Synopsis” document within 30 days of the event.

***Applying for and Use of Mini-Grant Funds:***

- New applications will receive priority for mini-grant.
- Applicants may apply for funds to 1) start-up a new chapter or 2) host an event for an existing chapter. Appropriate expenditures include travel and or food costs associated with chapter meetings, professional development costs (e.g. speakers fees books, etc) or other costs that are directly associated with Chapter start-up and ongoing development.
- Applicants may apply for amounts between \$100 up to \$500. Unexpended amounts over \$20.00 shall be returned to the NCCCC Office.

**Mini-grants available:** November 1, 2008

**Submission requirements:** Mini-grants may be submitted to Beth Jeglum electronically to [bjeglum@iupui.edu](mailto:bjeglum@iupui.edu), faxed to (317) 278-2265 or mailed to Beth at IUPUI Center for Young Children, 321 Limestone Street, Indianapolis, Indiana 46202. Please note: Electronic submissions are cost and time efficient, thus are preferred and encouraged.

**Submission dates and approval process:** Applications are accepted year-round. However, please note that you must provide a minimum of 30 days for review and payment, if your request is approved. The NCCCC membership committee will review and evaluate mini-grant applications and will notify the Chapter of the decision within 30 days of receipt.

**Unspent funds:** If, for any reason, the event should not occur, or there are unspent funds greater than \$20, the applicant shall return the funds to NCCCC in c/o Beth Jeglum.

**Chapter Applicant Information**

Name:	Title:
State:	Address:
Campus Phone:	Email:

Checklist (Please check off)

Signed Cover Sheet     Proposal     Chapter roster or invitees w/ email addresses and affiliation

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Your signature verifies you understand the terms of the mini-grant.      Thank you!*

*NCCCC Chapter Mini-Grant Application*

i. Name: \_\_\_\_\_

State Chapter: \_\_\_\_\_

Funds being requested (amount): \$\_\_\_\_\_

ii. Provide a brief description of the nature of the Chapter activity and the purpose of the funds being requested.

iii. Provide location and dates of activity.

iv. Briefly explain why this activity is important and how it will assist with Chapter development and growth.

v. Describe how your proposed activity 1) relates to needs of your chapter and 2) relates to the purpose and/or philosophy of NCCCC.

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vi. If funds are granted for your Chapter, what outcomes do you hope for/expect?

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vii. Financial Information

List the materials or services the mini-grant will purchase, in the order of importance to your grant request.*	Cost
<b>Total amount requested from this Grant</b>	

\*If purchasing food, please give a per person cost estimate as in example below.

<i>Example: Speaker fee for XXXXX</i>	<i>\$300.00</i>
<i>lunch for chapter members 10 @ \$5.00</i>	<i>\$50.00</i>
<i>Postage and photo copying</i>	<i>\$37.00</i>
<b>Total amount requested from this Grant</b>	<b><i>\$387.00</i></b>

If for any reason, the event should not occur, or funds are not totally expended, the applicant/chapter shall return a check to the NCCCC office for any funds over \$20.00.