

ACSA REGION 4
**CHARTER PROFESSIONAL DEVELOPMENT GRANTS
POLICY**

The Region Board of Directors may annually budget funds for professional development grants to charters.

1. Grant funds will be used for professional development activities that benefit the majority of the members in the Charter.
2. Grant funds should address the unique professional development needs of the Charter membership. Charters will be responsible for planning and development of professional development activities prior to seeking approval of grant funding.
3. Grant funds requested by a Charter may be matched with other Charters to share professional development activities that mutually benefit each Charter. Charters may make a joint request for a combined grant.
4. Charter Presidents may apply for up to \$1,500.00 per year. The itemized budget accompanying the application must specify which items the Region is being asked to fund. (Revised 9/04)
5. Complete applications must be sent to the Region President by August 1 for activities scheduled between October and February, and by November 1 for events scheduled between March and June. The Region President may grant deviations in these time lines, if it seems appropriate to do so.
6. Approval of grant requests shall be determined on a first come, first served basis by a majority vote of the Region 4 Board of Directors. Depending on the availability of funds, grant applications meeting the Criteria may not be funded at the full amount requested.
7. Within one month of an event funded by the Region, the Charter President shall send the Region President an accounting of how Region funds were used and a check, payable to the Region, for any unused funds, along with an evaluation of the event.

Approved 8/19/92
Revised 9/04, 2/21/96, 6/23/07