



# State and Regional Presidents' Council Grant Program

## Background and Purpose

The association is well aware that many cannot afford to participate in NACAC membership and programs and some may not have funds that allow them to participate in many of their local ACAC activities. Supplemental funding might enhance the opportunity for counseling professionals' exposure to both the national association and their state or regional affiliate in the form of membership in one or both organizations, professional development programming, and so on.

The purpose of the State and Regional Presidents' Council Grant is to provide funding (partial, full, or start-up) to state and regional affiliates targeted to one of the categories listed below. Funds may be used for membership, registration, travel and lodging, and innovative projects/programs within the parameters of the listed categories and linked to professional development.

The NACAC Executive Board dedicated the oversight responsibility for the State and Regional Presidents' Council Grant program to the Council. The Council appointed a subcommittee to administer the program, chaired by the coordinator-elect. As approved, the seed money to create and maintain this scholarship/grant pool will come from several sources, e.g., donations from other organizations or companies and or sponsorships.

## Eligibility Categories

Eligibility is based a number of factors. Counseling professionals from one of the categories listed below are the ones we wish to cultivate. Underrepresentation, financial need, or other such variables may be important in the selection of award recipients.

**Category One:** *Middle or secondary school counselors from rural and urban public schools.*

Rationale: To gain the participation of counselors from diverse schools.

**Category Two:** *Admission professionals from two-year institutions.*

Rationale: To cultivate the development of admission counselors from community colleges.

**Category Three:** *Admission professionals with less than four years experience*

Rationale: To cultivate the development of admission counselors with less than four years of experience.

**Category Four:** *Representatives from Historically Black Colleges and Universities, Hispanic Serving Institutions, or Native American Institutions*

Rationale: To encourage the participation of admission representatives from these institutions, currently under-represented in the membership.

**Category Five:** *Other education/counseling professionals, e.g., TRIO programs, Gear Up and representatives from non-profit groups, etc.*

Rationale: To encourage the participation of education/counseling professionals who are not connected to the national or state/regional associations.

## **Utilization of Funds**

The grants to states and regions or scholarships to individuals may be designated to cover the following:

- membership dues for NACAC and/or its state and regional affiliates,
- registration fees for professional development programming sponsored by NACAC and/or its affiliates,
- travel, lodging, and related expenses (excluding meals and miscellaneous expenses) to participate in professional development programming or annual conferences sponsored by NACAC or its affiliates,
- innovative projects/programs involving professionals within the listed categories and linked to professional development activities.

## **Dissemination of Grants**

- The subcommittee of the State and Regional Presidents' Council will prepare and disseminate the grant application via the NACAC Web site, and to the state/regional officers and committee chairpersons. Affiliates are encouraged to include it with their newsletters and make it available through appropriate professional development opportunities.
- The s/r president submits the grant application(s), prioritized and signed by him/her. Each application must include a profile of the school (if appropriate), resume for new admission personnel, and a complete, detailed budget. The president must include a cover letter explaining the state/region contribution, any matching funds or in-kind contribution, and the applicant's (s') state/region involvement, or potential involvement.
- When matching funds and/or in-kind contributions affect the completion of the grant, a description must be included with the grant application. Special consideration will be given to applications involving matching funds.
- Funds approved and allocated must be used in the grant year or report to NACAC by November 1 of the grant year how and when funds will be used. Applications post-marked by February 1 will be considered during the March meeting of the Council and applications postmarked by June 1 will be considered during the July meeting of the Council, annually.
- While there is no funding cap for annual grant applications, the committee anticipates average awards of \$500 to \$2,000. Hotel accommodation budgets should reflect two persons sharing a room (or double accommodations). Single room rates will be adjusted accordingly. Meals not included in conference fees are the responsibility of the participant or affiliate. Unused funds will be maintained and forwarded to the following budget year.
- Institutions are limited to a maximum of two grants for NACAC national conference expenses.

## **Checklist for the State and Regional Presidents' Council Grants**

With the increasing level of competition for State and Regional Presidents' Council Grants, it is important that all states and regions complete all sections of their grant applications before submitting them to the Grant Subcommittee for review. It is helpful to review this checklist as you prepare your applications.

- The request matches one or more of the described target population(s).
- Itemized budget. Does the budget meet the request? Are matching funds and/or in-kind contributions described?
- Description/Profile from secondary school is included (if applicable).
- Resume is included for new professionals.
- State or Regional President's cover letter includes:
  - The state/region contribution, matching funds or in-kind contribution
  - Applicant's (s') state/region involvement, or potential involvement
- Multiple grant requests include:
  - Priority clearly marked
  - Clear, brief statement or reasoning behind the assigned priority
  - Brief history provided for applicants in the "new member" category

Incomplete applications and requests for funds not included in the grant parameters will be denied.

## **GRANT REIMBURSEMENT**

### **Conference Participation**

State and regional treasurer and grant recipient will receive a letter from NACAC indicating the amount of funds provided for conference participation. The state/regional treasurer will send a request for reimbursement to NACAC once the participation has occurred, with appropriate receipts and NACAC will reimburse the state/regional affiliate for up to the awarded grant amount.

### **Membership Participation**

NACAC will send the S/R treasurer a check for the appropriate amount of money to support the membership fees as requested. The treasurer will disburse the funds and refund any unused fees to NACAC by November 1 of the year the grant was awarded.

### **Special Projects/Initiatives**

State and regional affiliates will receive a letter from NACAC indicating the amount of funds provided for special projects/initiatives. Funding will be disbursed up to the total grant awarded as receipts or requests for disbursements are received from the S/R treasurer and grant recipient.

### **Reimbursement Procedures**

Expenses must be reported within 30 days of the activity and submitted for payment with copies of all receipts. NACAC processes expense reports and mails payments on each Thursday.

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**Note:** The State and Regional Presidents' Council Grant Subcommittee recognizes that extenuating circumstances may require a state or regional affiliate to request an advance on their grant award. The affiliate president or treasurer must request the advance in writing, and the coordinator-elect of the State and Regional Presidents' Council considers the request. Within 30 days of completing the grant program or event, the affiliate treasurer will submit the final total expenditures with receipts to NACAC headquarters and return any unused funds or requests additional reimbursement up to the total grant amount.

## **Oversight and Management**

The State and Regional Presidents' Council Grant Selection Committee will make every effort to provide equitable distribution of grant funds over a three-year period. The selection committee will consist of three presidents-elect and three presidents. The coordinator-elect of the State and Regional Presidents' Council will chair the committee. The coordinator of the Council serves this committee ex officio.

It is suggested that each state/region convene a similar grant subcommittee comprised of, but not limited to, Human Relations, Membership, and Professional Development Committee representatives. The subcommittees will assume the responsibility for:

- promoting the grant to state/regional members;
- prioritizing the grant applications;
- submitting the applications to the State and Regional Presidents' Grant Selection Committee; and
- reporting to NACAC the disbursement and use of the grant monies with an assessment of the grant activities. The report deadline is announced annually.

## **Reporting Grant Activity**

State and regional affiliates and individuals will be asked to report back to NACAC in writing, by November 1, on the dissemination and use of the funds from the grant.

A summary report will be prepared and included at the State and Regional Presidents' Council meetings, in the *NACAC Bulletin*, and the *Annual Report*.



# State and Regional Presidents' Council Grant Application

All applications must be faxed or postmarked by February 1 or June 1 for review in March or July, respectively.

Name (please print or type) \_\_\_\_\_

Title \_\_\_\_\_

School affiliation \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip code \_\_\_\_\_

NACAC Member: ( ) Yes ( ) No

S/R Name \_\_\_\_\_

S/R Member: ( ) Yes ( ) No

**This grant/scholarship supports:** *(Please check only one)*

Category 1 \_\_\_ Middle school or secondary school counselors from rural and urban public schools (enclose school profile)

Category 2 \_\_\_ Admission professionals from two-year institutions

Category 3 \_\_\_ Admission professionals with less than four years' experience (enclose resume)

Category 4 \_\_\_ Representatives from Historically Black Colleges and Universities, Hispanic-Serving institutions, or Native American institutions

Category 5 \_\_\_ Other education/counseling professionals.

**This grant/scholarship supports:** *See full description on brochure. (Please check all that apply)*

\_\_\_ NACAC Membership Dues

\_\_\_ S/R Membership Dues

\_\_\_ Registration Fee, Lodging, and Travel Stipend for the National Conference

\_\_\_ Registration Fee, Lodging, and Travel Stipend for the Local Conference/Workshop

\_\_\_ Innovative projects/programs

**Please explain why your application should be considered. Attach a school profile or description.** Attach explanation and any additional supportive information including a detailed budget. All hotel budgets should reflect use of double accommodations. Meals and miscellaneous fees are not reimbursed and should not be included in the budget.

Amount Requested: \$ \_\_\_\_\_ Submitted by \_\_\_\_\_ (signature please)

Approved by \_\_\_\_\_ (S/R President: print name and apply signature please)

The state or regional president must to sign, add the priority number below, and return this form to:

**State and Regional Presidents' Council Grant Committee  
1631 Prince Street  
Alexandria, VA 22314-2818 Fax: (703) 836-8015**

Priority # \_\_\_\_\_