



PREPARING MEETING PROFESSIONALS FOR THE FUTURE

# chapter grant program

**guidelines for grant seekers**

**2008**<sup>8</sup>**2009**



## **MEETING PROFESSIONALS INTERNATIONAL FOUNDATION CHAPTER GRANT PROGRAM GUIDELINES 2008-2009**

### **INTRODUCTION**

The Chapter Grant Program was created by the MPI Foundation Board of Trustees to provide financial support for MPI Chapters seeking funding for projects such as educational programs, research, membership marketing and recruitment (in collaboration with MPI's global plans) and leadership development. The Chapter Grant Program is not intended to help underwrite costs of current chapter projects that are already profitable.

### **HOW TO APPLY**

The Chapter Grant Program applications can be found on the MPI Foundation website and downloaded in a PDF file.

**Please submit applications to:**

MPI Foundation Chapter Grant Program  
[grants@mpiweb.org](mailto:grants@mpiweb.org)

Questions: Marcia Whitworth, MPI Foundation Manager  
[mwhitworth@mpiweb.org](mailto:mwhitworth@mpiweb.org)

### **AREAS OF FOCUS**

The following recommendations are suggested for chapters to consider in their Chapter Grant Program submissions. The MPI Foundation will seek proposals that highlight importance to chapter success, provide "best practices", or incorporate important topical areas or needs.

**Leadership Development** – example: facilitator fees for chapter board retreat.

**Membership Marketing and Recruitment** – example: contracting with a local Public Relations consultant to develop a plan of chapter awareness and generate coverage of chapter events.

**Research Projects** – example: matching funds for the development of members survey or develop of an impact assessment of the local meetings market.

**Scholarship Program** – example: matching funds for scholarship program and/or to start-up a scholarship program.

**Program Development** (innovative educational programming, not currently provided by MPI) - collaborative programming ideas with another industry/community partner, or fees for a training consultant to assist in chapter development of comprehensive educational programming.

### **KEY DATES**

Application Deadlines:	September 30, 2008	December 31, 2008
	March 31, 2009	June 30, 2009.

### **AWARD NOTIFICATION**

Sixty days after each application deadline.

### **FUNDING (Up to \$5000.00 USD per Fiscal Year – July 1, 2008 – June 30, 2009)**

Chapters shall present an invoice to the MPI Foundation for one half of the grant award upon notification of award. The final half of the award will be issued after the program or project has been completed. Evaluations of the program or project must be accompanied by a final invoice to the MPI Foundation.

## INELIGIBLE REQUESTS

The MPI Foundation does not provide funding for any of the following:

- A Project that directly duplicates programs or products provided by International MPI.
- A Project that demonstrates a significant profit for the chapter...unless the profit will be used to facilitate another quality program for the chapter or other chapters. For example, the profit is used for a scholarship program for your chapter.
- A Project that has a budget that includes unnecessary expenses that could otherwise be in-kind or decreased based on chapter member relationships with hospitality industry suppliers.
- A Project that has already taken place when the Review Board meets to decide on the proposal.
- A Project that is primarily social in nature.
- A Project that is not supported by all the required people listed on the application (the project coordinator, the chapter president, the chapter in-coming president).
- A Project that has incomplete Proposal Application. All questions MUST be answered.

## EVALUATION PROCESS

Proposed projects will be evaluated for funding based on the degree to which they satisfy the following criteria:

- The project advances the MPI Strategic Plan and the objectives of the chapter.
- The project is directly undertaken by the chapter. If another entity is involved, the chapter will have the primary responsibility to ensure that the grant is appropriately managed.
- The Proposal demonstrates in a measurable way what success looks like to the chapter.
- The successful outcomes of the Project can be used in the future to benefit the chapter or other chapters in an identified way. (The Projects Committee appreciates proposals that specifically describe how these outcomes will be used).
- The Project is supported by additional funding sources. (Your chapter can be defined as a funding source).
- The project budget is complete, showing ALL expenses and ALL revenue (including in-kind and expenses supported by the chapter).
- The project has a quality marketing plan and includes the MPI Foundation brand.

## ADDITIONAL INFORMATION

### Publications

Chapters whose projects include research and analysis are encouraged to make their findings available to the MPI membership through MPI publications and other approved channels. One reprint of each publication should be forwarded to MPI Foundation staff. Chapters receiving funding under the Chapter Grant Program agree to allow *"The Meeting Professional"* magazine the right of first refusal for publication of all findings. Publications will carry the statement, "Supported in part by a Chapter Grant from the MPI Foundation."

### Ownership and Distribution of Material/Products

Chapters whose projects are funded agree to provide one copy of all final data and products to the MPI Foundation. Funded chapters also agree that all patents and copyrights arising from chapter grant projects will be jointly owned by the MPI Foundation and the funded chapter(s). Chapters further agree that sales and distribution of products arising from a chapter grant be subject to a written letter of agreement between the MPI Foundation and the funded chapter(s).

### Forfeiture of Funding

Chapters who fail to abide by the terms outlined above may be asked to return all or part of the grant award to the MPI Foundation. If at any time during the project work year a chapter abandons its funded project, a written explanation must be submitted to the MPI Foundation staff along with any balance remaining from grant monies paid to the chapter to that point. The time frame for completion of a chapter grant project will be 12 months. The time-period begins from the day of approval.



## **MPI Foundation Grant Application**

Thank you for applying for a MPI Foundation Grant. Please read the Grant Guidelines before completion of the application. Please contact Marcia Whitworth for questions about the MPI Foundation Chapter Grant Program at +1.972.702.3093 or [mwhitworth@mpiweb.org](mailto:mwhitworth@mpiweb.org). All applications should be signed and e-mailed to [grants@mpiweb.org](mailto:grants@mpiweb.org).

**Chapter Name:**

**Program Title:**

**Contact:**

**Contact Email:**

**Project Date:**

**Date Submitted:**

**Funds Requested:**

**Previous Funds Requested:**

**Previous Funds Allocated:**

\_\_\_\_\_  
Signature of Chapter President

\_\_\_\_\_  
Signature of Chapter In-Coming President

\_\_\_\_\_  
Signature of Project Coordinator

\_\_\_\_\_  
Signature of Chapter Business Manager

**Program Description**

Summary:

**How will this Grant...**

Positively affect the meetings industry:

Positively affect MPI:

Reach the Chapter's Goals:

**Logistics**

Marketing Plan (Please include the MPI Foundation brand in your plan):

## Budget Estimate of Projects Costs and Revenues

(List by item and delete when not applicable)

MPI Foundation Grant	\$
Chapter Support	\$
If Applicable, registration fees	\$
If Applicable, Additional Funding	\$
If Applicable, Additional Funding	\$
If Applicable, Additional Funding	\$
<b>Revenue Total</b>	<b>\$</b>
Food & Beverage (should not be a large expense based on the availability of in-kind support through member suppliers)	\$
Housing (should not be a large expense based on the availability of in-kind support through member suppliers)	\$
Airline	\$
AV (should not be a large expense based on the availability of in-kind support through member suppliers)	\$
Staffing	\$
Mailings	\$
Venue (should not be a large expense based on the availability of in-kind support through member suppliers)	\$
Applicable Promotional/Marketing Materials (brochure, flyers, ads, signage, website updates, etc)	\$
If Applicable, Fill in In-Kind Support Here	In-kind
If Applicable, Fill in In-Kind Support Here	In-kind
If Applicable, Fill in In-Kind Support Here	In-kind
<b>Expense Total</b>	<b>\$</b>

**Office Use Only**

**Date Received/Quarter:**

**Date Reviewed:**

**Approved/Denied**

**Amount:**