

## **IFMA SAN DIEGO CHAPTER GRANT PROGRAM**

### Criteria and Application Form

#### **IFMA San Diego Chapter**

The IFMA San Diego Chapter is dedicated to assisting our members in the field of facilities management through financial assistance for Membership Renewal, World Workplace Registration, Facility Fusion Registration and Continuing Education.

#### **PROGRAM SUMMARY**

The IFMA San Diego Grant Program was established to provide financial assistance to facility professionals and associates who are not able to receive financial support from their employer or any other professional association.

#### **GRANT AVAILABILITY**

Grants will be awarded first to applicants that have not been awarded a grant for the last 3 years. For each event or educational course, a cutoff date for those applicants will be set. Once that date passes, then applicants who have been awarded a grant within the last 3 years will have their grant reviewed and considered for approval. The following grants are available for each calendar year:

- (1) FMP Grant: \$395 (or actual cost of course)
- (1) CFM Grant: \$550 (or actual cost of course)
- (1) SFP Partial Grant: \$550
- (1) Membership Grant: \$425
- (1) Facility Fusion Grants: \$399 (each for early bird registration fee)
- (3) World Workplace Grants: \$785 (each for early bird registration fee)
- (2) World Workplace Executive Board Grants: \$1500 (each) including (1) for the Chapter President and (1) other Designated Board Member or Award Recipient Attendee as selected by the Executive Board.

#### **ELIGIBILITY REQUIREMENTS**

Applications submitted must be clearly related to the facilities management profession. Educational programs supported include locally held certification courses, as well as World Workplace registration fees. To encourage current IFMA members to continue active Chapter participation, despite sudden unemployment, membership renewals for temporarily unemployed members of the IFMA San Diego Chapter are also eligible for this Grant Program (the Applicant will remain responsible for paying IFMA International dues).

Applications must be submitted prior to the beginning of the course or the conference;

funding will not be approved for coursework taken prior to the review and approval of the application.

Applications are open to facility professionals and associates with a current membership in the IFMA San Diego Chapter and are active volunteers for the Chapter (i.e. Board or Committee Members).

## **FUNDING**

Grant funding is for IFMA San Diego Chapter membership renewals (does not include new memberships) for those who are currently temporarily unemployed, World Workplace and/or Facility Fusion registration fees (does not include travel or other expenses) and/or locally held certification courses sponsored by IFMA's San Diego Chapter (i.e. FMP, CFM, SFP). The maximum grant award is up to \$785 per person per twelve (12) month period.

## **APPROVAL PROCESS**

All applications will be reviewed by the IFMA San Diego Chapter Executive Board. Following approval, the reimbursement/disbursement of funds is contingent upon the following action by the Applicant:

***For IFMA San Diego Chapter Membership Renewals:*** 1) confirmation of past membership in the San Diego Chapter; 2) confirmation of pending renewal due; and 3) confirmation of unemployment.

***For World Workplace or Facility Fusion Registration Fees:*** 1) proof of attendance at World Workplace or Facility Fusion.

***For locally held IFMA Certification classes sponsored by IFMA's San Diego Chapter:*** 1) successful completion of the course described in the application (successful completion is defined as course attendance - all days - confirmed by the instructor) and Certificate of final completion, 2) proof of course payment (i.e. copy of itemized receipt with amount clearly stated) to the IFMA San Diego Chapter Treasurer before funds will be released.

## **SUBMISSION REQUIREMENTS**

Specific requirements have been established for all submissions toward making the review process objective. The form used by the IFMA San Diego Chapter Executive Board to evaluate proposals is included in this application package. Please review this form before preparing your application.

The IFMA San Diego Chapter Executive Board reserves the right to withhold funding for reasons it need not disclose.

Only proposals submitted on the form attached and in accordance with the program restrictions will be considered. Please read the requirements carefully and submit



complete applications.

1. Computer-generate or type the form. Font size should be at least 12-point (use a standard, easy-to-read font, such as Arial or Times New Roman).
2. Submit (1) one original via e-mail to [administrator@ifmasandiego.org](mailto:administrator@ifmasandiego.org).
3. You will receive a verification email acknowledging that your application has been received. Please contact the IFMA San Diego Chapter Administrator at the phone number and/or address below if you do not receive a verification e-mail.



## IFMA San Diego Chapter Grant Program Application Form

*All Entries to be typed*

Grant Requested (check one):

- ☐ SD Chapter Membership Renewal  
☐ World Workplace or Facility Fusion Registration  
☐ Check Box

\$  Amount Requested

### Applicant's Details

First Name:  Last Name:   
Address:   
City:  State:  Zip Code:   
Telephone:  Fax:   
Email:

### Applicant's Past Employer Details

Employer Name:  Telephone:   
Business Address:   
City:  State:  Zip Code:   
Position Held:   
Date Terminated Employment:

I hereby certify that I am not eligible to receive financial support from my employer, or any other professional association.

I also agree that the IFMA San Diego Chapter has the right to use the applicant's name, organization and information as supplied in the application for promotion of this project and the awarded funding. I understand that the IFMA San Diego Chapter can publish the awarding of this funding, the course work and who is completing the work.

Approval Signature: \_\_\_\_\_

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



**Applicant's Past/Current Involvement in IFMA San Diego Chapter**

**Applicant's Goals/Need Statement**

**Applicant's Certification Course Information (if applicable)**

Course Name:

Course Date:

Course Purpose:

☐

FMP

☐

CFM

☐

SFP

Cost of Course:

\$

Approval Signature: \_\_\_\_\_

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



## SUBMIT APPLICATION

Please submit your application via e-mail to the IFMA San Diego Chapter Administrator at [administrator@ifmasandiego.org](mailto:administrator@ifmasandiego.org).

*All communication regarding this entry will be directed to the Applicant from the Chapter Administrator*

## APPLICATION CRITERIA

The following criteria will be used by the IFMA San Diego Chapter Board when reviewing the applications for the Grant Program.

There are two criteria which are defined below.

- 1. The Application:** Is the application complete? Are funds still available during the past 12 month period?
- 2. Applicant Needs Statement:** Does the applicant have a genuine need for the proposed grant?
- 3. Chapter Funds:** Does the Chapter have sufficient funds to allocate to the Grant?

**Note:** The Board's decision will be final.

## GRANT APPLICATION LOG

DATE	Description
<input type="text"/>	Applicant's Grant Application Form Received by Chapter Administrator
<input type="text"/>	Verification E-mail Sent To Applicant by Chapter Administrator
<input type="text"/>	Grant Request Approved/Denied by Board of Directors Decision
<input type="text"/>	E-mail Sent to Applicant by Chapter Administrator
<input type="text"/>	Reimbursement Request /Documentation Received by Chapter Administrator

Reimbursement Made (Check # ) to Applicant by Treasurer