

Mid-Atlantic Chapter of the ACBS

Grant Request Guidelines & Information

It is the intention of the officers and directors of the Mid-Atlantic Chapter of the ACBS to develop a procedure for individuals and organizations to apply for financial assistance. Requests will be evaluated based on how they meet the goals of this chapter. Additionally, the scope of the giving pattern will reflect the geographic area covered by this chapter.

All applications must include the following information pertaining to the intended recipient organization:

1. A description including age, mission, and a primary point of contact,
2. A description of the purpose for which the requested funds will be used,
3. The amount of funds being requested,
4. A 501(c)(3) exemption letter,
5. The last-filed Form 990 which includes all financial information, a listing of executive officers (and compensation), a listing of directors / trustees, etc.
6. The program ratio (percent of annual revenues spent on program activities),
7. A list of directors / trustees which includes current professional affiliation / status (used to determine conflicts of interest),
8. A completed and executed IRS Form W-9.

Deviation from the guidelines referenced above must be unanimously approved by the Board of Directors.

Grant requests received by October 1st will be evaluated by the Investment Committee before the annual general assembly in November (second Tuesday of the month). Approved grants will be remitted by December 31st of the same year.

Adherence to the guidelines will secure objective consideration of the application.

Inquiries may be directed to the chapter treasurer or other dedicated Board member. Contact information can be found at mid-atlanticacbs.com.