

ASIS&T Project Grants

Purpose of the Grant

ASIS&T Project Grants are established by the Board of Directors to assist member components (SIGs, Chapters, Committees) that want to undertake worthwhile projects but lack sufficient funds. The Grant is administered by ASIS&T Central. The liaison responsible for representing the grant recipient regularly reports to the Board of Directors on the use of the granted funds. Grants may not exceed \$5,000 and projects should be completed within a 12-18 month timeframe.

Applications for ASIS&T Project Grants may be submitted at any time but may not be eligible for funding until a future budget cycle. Applications may be submitted through the online application form.

Eligibility Criteria

In order to be eligible for funding under the Project Grants, the component entity must:

1. Lack the funds in its own retained earnings to undertake the project without financial support. If a component needs funds over and above its retained earnings, it may apply for a grant in the amount of the difference between its own funds and the need.
2. Be uniquely qualified to undertake the project. Component groups may wish to partner and collaborate to meet this criterion.
3. Be able to demonstrate involvement and commitment of at least five (5) component members.
4. Agree to the terms and conditions of the grant.

Further, projects funded under the grant must:

1. Further the ASIS&T Strategic Plan.
2. Promote membership and engagement in ASIS&T.
3. Be sustainable beyond the life of the grant. (Will the project create a product (event, publication, service, etc.) that ASIS&T can continue to offer beyond the life of the project term.

Application Procedures

Any component wishing to apply for a grant may submit an application to ASIS&T at any time, but funds may not be available until the subsequent fiscal year. The request must be submitted by the Chair of the component. A request must contain the following specific items:

1. Component(s) making request.
2. Project description and timeline not to exceed 18 months.
3. Detailed budget (template provided) for entire project with indication of the amount requested from ASIS&T Central vs. that provided by the component. The amount requested from ASIS&T Central may not exceed \$5,000.
4. Component non-financial resources that will be used to complete the project, e.g., technical experts, management capabilities, sources of additional funds, etc.
5. A detailed description of any ASIS&T staff resources that will be needed.

6. A detailed explanation of how the component meets the eligibility criteria.
7. Any special circumstances or considerations to the request.

The application form can be found at: <https://www2.asist.org/ap/Form/Fill/p82E8hEL>

Evaluation Process

Upon receipt of the request, ASIS&T Central will review the proposal for completeness and compliance with the eligibility criteria. If additional information is required, the component will be contacted and asked to provide that information. Once the application is complete, meeting the criteria noted above, it will be forwarded to the Board of Directors for funding consideration. Proposals that do not meet the criteria will not be considered further. Should a component require an initial opinion on eligibility, they may contact the ASIS&T Executive Director for a consultation.

Criteria for Approval

ASIS&T Central and the Board will use the following considerations in deciding to fund a request.

1. Will the project increase the visibility of and membership in ASIS&T?
2. Will the project create a product (event, publication, service, etc.) that ASIS&T can continue to offer beyond the life of the project.
3. Is the project technically valuable and viable?
4. Does the component group have the resources to bring it to successful completion?
5. How much money is available in the current or future fiscal year?
6. Is the amount requested reasonable and is it justified by the value of the project to ASIS&T?

Reporting

Components that receive support through the ASIS&T Project Grant must submit a report to the Board of Directors each quarter outlining the progress towards accomplishing the goals of the project and expenditures to date. At the conclusion of the project, a final report must be submitted to the Board.

Handling of Funds

Upon approval of an application for funding from the Special Project Fund, the requested amount will be added to the ASIS&T budget. No funds will be transferred to the component. Instead, expenditures against the project will be reimbursed upon submission of a request for reimbursement to the Executive Director. Requests for reimbursement should not deviate from the proposed and approved project budget without the approval of the Executive Director.

Any unexpended funds will be returned to the ASIS&T budget.

Revenue from the project, up to the amount originally granted and expended, will go to ASIS&T Central to reimburse the original grant. Any excess revenue once the grant is paid back will be credited to the component group for the remainder of the project term. Upon conclusion of the project term, the ongoing maintenance of the project and any resulting revenue and expense will be negotiated between the component and ASIS&T Central.

Restrictions

ASIS&T Project Grants may not be used for the following:

1. Travel expenses, unless they are an intrinsic part of an approved project and are specifically outlined in the original request.
2. Expenses incurred at an ASIS&T global, regional, or virtual meeting, unless they are part of an approved project and are specifically outlined in the original request.
3. Honoraria to speakers at an ASIS&T global, regional, or virtual meeting unless they are part of an approved project and are specifically outlined in the original request. ASIS&T members are not eligible to receive honoraria unless approved by the Executive Director.
4. Registration to any ASIS&T meeting for an ASIS&T member.
5. Time spent on a project by an ASIS&T member.

Substantial time spent by Headquarters professional staff members on an approved project will be charged against that project and should be included in the original request if anticipated. Please contact ASIS&T Central for an estimate of this expense.