

AAUW-Arizona

Support Monies for Branch Special Projects

AAUW - Arizona has accumulated substantial funds over the past several years. Some of these funds are being made available to branches to encourage special projects which reflect and support the mission of AAUW. These support monies are in addition to and separate from the Community Action Grants. There is no limitation on the number of Branch Special Project applications that may be submitted for approval.

These mission based programs must support women or girls in the areas of equity, education, advocacy, equal pay, or equal opportunity in the work place. They must address outreach, education or mentoring activities and may additionally benefit the community in other ways. Special consideration may be given to programs or events that make AAUW known in the community. National AAUW has some *Programs In A Box* that could qualify for such support monies. Applications are to be sent to the Branch Special Projects Chair and AAUW-AZ Board members at least two weeks prior to a board meeting. Board meetings are usually held in September, October, January, April, and June. Applications will be discussed at each of the state board meetings, and branches will be notified of either acceptance or rejection within ten days of the board meeting. See AAUW-AZ Policies for further information.

Support monies requests must include the following information:

- Branch name and contact person with address, phone and email.
- Project/Program title
- Summary of project or program; identify how it meets the mission of AAUW. Include the start and end dates of the project.
- Amount requested: include a budget detailing income (if any) and projected expenses.

Issues to be aware of:

- Income received, either anticipated or that arises after the project is in process, will be used as an offset to expenses incurred; support monies will then cover the remaining expenses.
- If the approved Branch Special Project does not occur, support monies will not be paid. Any advance payments received will be returned to the state in full. Branches will need to submit a new application if they decide to attempt the project again.
- Support monies are not intended to be used as seed money for branch fundraisers.

Each application will be considered on its own merit. This program may well extend over several years. Termination will be announced well in advance of the end date.

Applications must first be approved by the branch boards and signed by the project leaders and branch president and treasurer. A percentage of the support monies may be received in advance or periodically through the life of the project if warranted, requested, and approved. **A final accounting and branch evaluation of the project, along with advertising, newsletter/newspaper articles, pictures, etc. are to be presented at the end of the project before the final support monies are provided to the branch. Mail the branch evaluation, final accounting, and other pertinent information including all receipts to: Gail Garrison, 1931 E Canyon Wren Way, Green Valley, AZ 85614**

A form for application follows.

APPLICATION FOR BRANCH SPECIAL PROJECT SUPPORT MONIES

Branch _____

Project Name _____

Project Manager(s) _____

Description of Project:

How it addresses the Mission:

*How it will promote AAUW:

*Define the outreach goals:

*Define its advocacy goals:

Beginning and Ending Dates _____

Anticipated income/expenses (provide a budget)

Signatures and dates:

Branch President _____ Date _____

Leader/Manager _____ Date _____

Branch Treasurer _____ Date _____

Date of Application _____

For Board Use:

State President _____ Date _____

Branch Special Projects Chair _____ Date _____

Gail Garrison, Chair gmgaz@cox.net

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*The project need not include all these goals