



American Association of University Women-NYS, Inc.  
District Conference Grants 2016-17  
REQUEST FOR FUNDING

AAUW-NYS, Inc. has allocated up to \$500 per district for the use of the host branch for the 2016-17 district conference. The purpose is to enhance MISSION-BASED programming within the district. Funds may be used for print, supplies, space rental, hospitality for AAUW-NYS board member presenters, honorariums or fees, speaker travel costs, advertising, or other related expenses. FOOD COSTS FOR MEMBERS ATTENDING ARE NOT SUBSIDIZED. The branch may request \$100-\$500 by submitting this form. The application must include the following:

- (1) A detailed proposed budget, including specific uses of the funds requested
- (2) An outline of the program and its mission
- (3) A statement demonstrating how the program will increase AAUW visibility, show AAUW leadership in community collaborations, and help build membership opportunities, and
- (4) Program goals and their relation to AAUW Mission and Vision

Publicity must include a statement that the program was sponsored in part by an AAUW-NYS district grant. Upon completion of the program, a detailed expense report must be submitted including copies of all paid receipts, publicity and event program where applicable, and a short descriptive narrative about the program and its accomplishments. The description should be suitable for possible inclusion in the AAUW-NYS FOCUS newsletter.

Unused funds must be refunded by a check made payable to AAUW-NYS, Inc. within 45 days after the program/event date.

**The completed form should be sent to AAUW-NYS, Inc., Betty Harrel, 28 Laffin Lane, Poughkeepsie, NY 12603. Questions may be sent to Betty Harrel, 845-462-2141 or bharrel28@gmail.com.**

**The undersigned acknowledges that this application is subject to review and approval by AAUW-NYS and that a check will be issued for the requested amount only after such approval is granted. The undersigned agrees to comply with the rules associated with this grant.**

Amount Requested: \$ \_\_\_\_\_ Host Branch: \_\_\_\_\_

District Conference Title: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address (to mail check) \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

\_\_\_\_\_  
Host Branch President: Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

District Conference Grants 2016-2017  
Criteria for Approval

The AAUW-NYS District Conference grants are designed to help districts sponsor programs which promote AAUW's mission and vision, increase community visibility, provide concrete support for local branches, and help to build new membership opportunities. The following criteria will be used to determine if the grant is awarded.

\_\_\_ Conference focuses on an AAUW mission-based program or activity

\_\_\_ Program content will help branches to build AAUW visibility within their communities

\_\_\_ If other organizations are involved in the conference, AAUW plays a leadership role in collaborations for the project

\_\_\_ Membership opportunities are included in the event