

## **MPS Opportunity Grants Rules and Application**

Grants will be given to members (excluding honorary memberships) who are in good standing as of January 10 of any calendar year. Good standing is defined as dues paid and current. Any member whose dues are not current as of January 10 will be denied a grant opportunity for that year.

Grants are to be issued solely for the purposes of defraying the costs of attending conferences or writing experiences, taking classes or courses, whether online or face-to-face. Grant money is not for purchase of materials or products, contest submissions, travel, etc. other than for computer software needed to access an online course. These grants are designated for actual educational experiences for our members.

The application process consists of filling out the application form and submitting it to the treasurer for disbursement, depending upon availability of funds allocated for grants. Grants will be awarded on a first-come, first-served basis. The Membership Chair shall verify active status for anyone applying for a grant. Applicants should request funds in a timely fashion as applying too close to the date of the activity may result in delays in disbursement. As soon as an applicant is aware of the opportunity, he or she should apply.

Any member applying for a grant shall, upon completion of the activity for which the grant is sought, present to the board proof the activity was completed and include a brief statement/report about the activity and how it will benefit his/her writing. This report shall occur at the next regular meeting following the activity for which the money is granted.

If the activity for which the grant is sought does not occur, or if the member does not attend, the money is to be repaid the society immediately to free up the money for another applicant. In the case of the grant money being used to purchase or partially purchase computer software to complete a project, the receipt for said purchase must be presented to the treasurer within 2 meeting periods of the grant being awarded. This receipt is purely for record-keeping and is not a separate disbursement of additional funds.

A member may apply only once in a membership year (Jan 1-Dec 31) and may not apply for more than one grant at a time. A member therefore may not combine two requests for a single project.

Any member who has received a grant will not be eligible to apply again for three years. We want to open the opportunity for as many members as may wish to apply. Grants may be applied for in any amount between \$50 and \$300. Once the money allocated for grants has reached a total of \$1000 (for all applicant requests in a given year), members will be directed to apply in the following year.

**MPS Opportunity Grant Application**

Name of Member \_\_\_\_\_

Address: \_\_\_\_\_

Amount requested: \_\_\_\_\_

Date grant money is to be used: \_\_\_\_\_

\*Purpose of grant: (be specific):

Have you previously received an MPS Opportunity Grant? \_\_\_\_\_

If yes, in what year? \_\_\_\_\_

\* Member agrees by applying that the funds will be used for the purpose intended and he or she will, if the activity for which the grant is sought does not occur or the member does not attend, repay the granted funds to the Society within 30 days of the proposed activity's schedule not being fulfilled.

\* Member further agrees that he or she will present a report on the completed activity to the board within one meeting time from the scheduled event. This may be done in writing or in person at a general meeting of the society.

**Mail to:** Gus Peterson, 12 Middle Street, Randolph, ME 04346

**For society use only:**

Membership active? \_\_\_\_\_ (as verified by Membership Chair)

Approved (date) \_\_\_\_\_

Check disbursed (date) \_\_\_\_\_

Declined (due to lack of available funds or inactive membership status)