

## Carolina Piedmont Local Section



The Carolina-Piedmont Section of the American Chemical Society is proud to support scientific events in our geographical region. Below are guidelines for requesting financial support for these events. Every request that fulfills the criteria outlined below will be considered.

Please submit funding requests to: [carolinapiedmontACS+outreach@gmail.com](mailto:carolinapiedmontACS+outreach@gmail.com).

1. A **maximum amount of \$200** can be requested per event.
2. To receive full consideration, a request for funding must be received **60 days** prior to the event. This timeframe is to ensure adequate time for consideration of the request and advertisement of the event in our monthly newsletter. Requests received less than 60 days prior to the event may still be considered, but they are generally less likely to be approved. In addition, to be considered, a request received less than 60 days prior to the event must be accompanied by the brief description identified in paragraph 7 below. A request received less than 60 days prior to the event that does not also include the brief description will not be considered for funding.
3. The event must be aligned with the mission and goals of the ACS and the section. ([strategy.acs.org](http://strategy.acs.org))
4. A mechanism for member and/or community involvement must be provided. This may include, but is not limited to, the event being open to the public or member participation in a meaningful role. Preferably, the initial request will identify this mechanism.
5. All expenses must be justified. It is understood that budgets are subject to change, but a reasonable description of projected expenditures should be included with the request.
6. Upon receipt of the proposal, the chair will distribute the proposal to all members of the Executive Committee for consideration; a majority vote is required for funding.
7. If a funding request is granted, the applicant must submit a brief (~1 paragraph) description of the event, including how members can become involved, to the secretary for distribution in the monthly newsletter.
8. After the event, a report must be provided to the chair that includes:
  - a. One paragraph summary to be published in the next newsletter
  - b. A summary of member involvement.
  - c. Estimated attendance figures
  - d. All receipts
9. The annual spending limit for outreach activities is established by the Executive Committee in the annual budget. The requester will be notified if budgeted funds have been exhausted.