



2018 Chapter Activity Grant Competition

Deadline: October 31, 2018

ONLINE SUBMISSION SYSTEM

All proposals for 2018 Chapter Activity Grants must be submitted online:
politicalscience.wufoo.com/forms/2018-chapter-activity-grant-proposals/

Chapters are invited to submit proposals for the 37th Annual Chapter Activity Grant Competition. Proposals should be in one of two general categories:

Academic: For example, essay contests, debates, journals, speakers, colloquia, panel discussions, student conferences, and initiation activities and recognition ceremonies.

Service: Non-academic projects that benefit local schools, community groups, or the broader community. Service Proposals should include an academic component.

SAMPLE PROPOSALS CAN BE FOUND ON THE PI SIGMA ALPHA WEB SITE: www.pisigmaalpha.org.

Please note that all projects MUST be accomplished in the current academic year (2018-19). Any leftover funds MUST be returned to the national office by June 15, 2019

Rules and Guidelines

Please read carefully. Proposals which do not follow these guidelines may be eliminated from consideration.

1. Chapters may only propose ONE activity.

Chapters may also submit joint proposals for cooperative activities with other chapters. Cooperative proposals are given favorable consideration by the Awards Committee, especially those which bring together students from several chapters in a regional or statewide conference or forum.

2. MAXIMUM ALLOWABLE AMOUNTS

Total proposal: \$2,000 total per proposal, not per activity (most proposals are funded below this amount)

Honoraria: \$175 per speaker

Banquet meals: \$20.00 per person for dinner; \$12.00 per person for lunch (NOTE: The Committee checks the number of chapter initiates when determining the total number of meals to be funded. Please estimate your number of event attendees accordingly. Pi Sigma Alpha WILL NOT pay for more than twice the total number of students initiated in the past year.) These amounts are inclusive of beverages, gratuities, and service charges.

Student paper awards: \$100 first prize; \$75 second prize; \$50 third prize

3. ITEMS WHICH WILL NOT BE FUNDED: Rental of campus meeting rooms, campus publicity, honoraria or any other payments to your own faculty or to Pi Sigma Alpha officers or Council members; excessive

travel costs for outside speakers; decorations such as flowers or balloons; printing or mailing of invitations; the purchase of Pi Sigma Alpha merchandise; or any activity that presents obvious danger to students or to others. Students should seek university support for their projects in the form of meeting space, expect local faculty to participate without payment, and make use of campus publications to advertise their projects. The selection committee will give favorable consideration to proposals which show plans to seek additional or matching funding from other sources. Pi Sigma Alpha cannot fund activities which benefit or promote any one political candidate or party over other competing candidates or parties.

4. **LIABILITY:** If a proposed activity involves student travel, the proposal must affirm that the travel will be in accordance with university policies and that due diligence will be exercised with respect to the safety of the students. THE NATIONAL OFFICE OF PI SIGMA ALPHA DOES NOT PROVIDE LIABILITY INSURANCE FOR CHAPTER ADVISORS OR STUDENT MEMBERS PARTICIPATING IN ACTIVITIES FUNDED BY THESE GRANTS, OR IN ANY OTHER CIRCUMSTANCES. GRANT FUNDS FOR TRAVEL WILL BE RELEASED ONLY AFTER RECEIPT BY THE NATIONAL OFFICE OF LIABILITY WAIVERS FOR ALL STUDENT PARTICIPANTS. WAIVER FORMS WILL BE PROVIDED BY THE NATIONAL OFFICE.

5. Proposals for trips must include a significant number of chapter members and the Advisor's assurance that the majority of participants will be Pi Sigma Alpha members. The National Office will confirm the memberships of these students before awarding the grant funds. Funding for individuals attending the 2016 Pi Sigma Alpha Student conference will not be considered. **NOTE: The Chapter Activity Grant committee will NOT fund a trip for a chapter to the same destination three years in a row.**

6. Continuing or identical projects, except for initiation events, will normally not be supported for more than two years running. This rule will be enforced!

7. The proposal must be submitted via the new online submission system. Paper copies will NOT be accepted. The online submission system will close at midnight, Pacific time, on October 31. The proposal must include a detailed description of the proposed project and a budget. The Committee will consider the quality of the proposal and the specificity of the budget, in addition to the merit of the proposed activity.

8. Chapters which have initiated no new members during the past academic year, or have failed to submit a detailed report on the expenditure of an earlier grant, are not eligible to receive grants.

9. **IMPORTANT:** Pi Sigma Alpha auditors require that a written report on the project, including an accounting of expenditures, be submitted to the National Office, on official school letterhead, no later than June 15, 2019. Failure to submit the grant report will make a chapter ineligible for future grants. A checklist and format for this report will be provided with each grant.

10. The Committee on Chapter Activity Grants will meet in early November. Announcement of the awards will be made by December 1.

Any questions? Contact Sean Twombly at the national office.

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