



IAP2 Canada Chapter Grant Application

IAP2 Canada, the Canadian Affiliate of the International Association for Public Participation, is committed to advancing and extending the practice of public participation in Canada. An important part of that commitment is to support the development of regional chapters across the country. To that end, IAP2 Canada has set aside funds for two types of chapter grants: chapter development and support for special events that provide value to our members.

Chapters may apply for one or both of these chapter grants at any time. Grant applications must be submitted to the Chapter Liaison and will be brought forward to the IAP2 Canada Board of Directors at their next regularly scheduled meeting for discussion and approval. Chapter representatives will be notified of the Board's decision within five days of their application being reviewed.

Grant applications will be reviewed based on the following criteria:

- IAP2 Canada will seek equitable distribution of funds across the country
- Applicants must specify how grant funds will be used. Grant recipients must provide an annual report to IAP2 Canada showing how grant funds were used in that year.
- Acceptable uses of Chapter Development Grants may include, but are not limited to:
 - Chapter launch events
 - Networking or professional development opportunities
 - Purchase of technology or promotional materials to support growth of chapter
- Acceptable uses of Special Event grants may include, but are not limited to:
 - Professional development opportunities outside the normal scope of chapter operations
 - Chapter-hosted conferences with a focus on providing value to IAP2 Canada members
- Chapters should have entered into a formal agreement with IAP2 Canada before being eligible to receive funds (i.e. a Memorandum of Understanding or Letter of Intent), though circumstances will be taken into consideration.
- Developing chapters are eligible for Chapter Development Grants for a maximum of two years after signing a Letter of Intent with IAP2 Canada
- No chapter may receive more than \$1500 in combined grants from IAP2 Canada in a calendar year

IAP2 Canada Chapter Grant Application Form

Please submit the following to IAP2 Canada Chapter Liaison no later than five working days prior to the next IAP2 Canada Board of Directors meeting to allow sufficient time for review.

1. **Chapter Name:** _____

2. **Which IAP2 Canada Chapter Grant are you applying for?**

- Chapter Development Grant (maximum \$1,000 per year)
- Chapter Special Event Grant (maximum \$500 per year)

3. **Please specify how much money you are applying for and how the funds will be used. Please be clear about how these funds will support IAP2 Canada's mission of advancing and extending the practice of public participation in Canada.**

4. **Has the chapter signed a Memorandum of Understanding or Letter of Intent with IAP2 Canada? If not, please explain what steps are being taken to ensure this is done in a timely manner.**

5. **Has the chapter received a grant from IAP2 Canada this year? If so, how money was received?**

6. **Is there anything else you want IAP2 Canada's Board of Directors to know about the chapter or how the grant money will be used?**