**SOMA Chapter Grant Program (CGP)**

**Official Guidelines**

Hello everyone,

Below is a listing of the **updated guidelines for the Chapter Grant Program for the 2017-2018 academic year**. Please read below to fully understand how the grant program will work this year so that you can take full advantage of this financial opportunity.

**Objective of the Chapter Grant Program:**

The Student Osteopathic Medical Association (SOMA) Foundation has created the SOMA Chapter Grant Program to promote osteopathic medicine on a local level. SOMA Foundation is able to financially support individual chapter projects that promote the mission of SOMA and the AOA while furthering an understanding of osteopathic medicine in our communities through the generous support of Foundation donors. Awards are limited to $500 per school to allow each SOMA chapter the opportunity to take advantage of this program. **However, there is only a maximum budget of $3,000 per year and awards are given on a first come, first served basis.** See below for more details.

**Eligibility:**

**All official SOMA chapters throughout the United States are eligible to apply**. Applicants that submit the form should ideally be the chapter president or the chapter treasurer; however, as long as the full board is represented, the application should be acceptable.

**Criteria:**

* **All grants must include a plan to advertise the SOMA Foundation as a sponsor**.
* It is suggested that 50% of grant monies be spent on items other than food, to encourage creativity. However, this is to be evaluated on a case-by-case basis.

**Those NOT eligible to receive these funds are:**

·Pre-SOMA chapters

·SOMA affiliated organizations (who may be running an event alongside a local SOMA chapter)

·In this case, the local chapter must be the one to submit the application for the funds.

·Local SOMA chapters holding events not under 501 (c) 3 eligibility and are applying.

·This designation requires that **applications MUST show that the money provided will be used for public service**. More information [here](http://www.irs.gov/Charities-%26-Non-Profits/Charitable-Organizations/Exemption-Requirements-Section-501%28c%29%283%29-Organizations).

·Any chapter owing a significant amount of money to National SOMA either through the atlas program or otherwise.

**Reimbursement:**

·Applications may be submitted **any time up to 30 days before each convention**, and roll on a first come, first served basis.

·There is a total pool of **$3,000 dollars for the chapter program with a $500 maximum for each chapter to apply for**.

·Applicants may **only apply once per academic year**; meaning that if you apply for less than $500.00 and get it, **you cannot apply for another smaller amount in the same academic year even if your total sum is less than or equal to $500.00**. This is to encourage the creation of larger scale projects and collaborations.

·There is **NO LIMIT to the number of applications before each convention**. So, apply early!

·You CAN apply for later year events EARLIER on (an event for the spring applied for in the fall), see below for more details.

**Notification and disbursement:**

·Chapters will be notified of their reward amount/application approximately 30 days prior to convention.. Reimbursement **Checks will only be sent out after the event is completed and receipts adding up to or past the requested amount have been sent in to the Foundation (Liaison or Chairperson).**

·Make sure **submitted expense receipts meet criteria for 501 (c) 3 status** (cannot be a receipt for an open bar, etc.) \*

·**Pictures and a summary of the event must be sent to the Foundation before disbursement checks will be sent out.**

**6 Easy Steps to Grant Approval**

1. Brainstorm ideas with your chapter members. Remember, the idea here is to promote osteopathic medicine to the community. Be creative, but don’t forget the underlying theme. Some potential great ideas include: NOM week activities, community health fairs, promoting osteopathic medicine as a career to undergraduate students, fun runs, wellness booths, etc. Feel free to contact your Region Trustees or National Board of Directors members for further inspiration.
2. Research the plan. This includes investigating the logistics and writing down EXACT COSTS for anything you plan to buy. The Foundation wants to know the specifics before they approve your grant. Remember, you can only apply one time during your academic year for a maximum of $500.
3. Fill out an Initial Grant Request (IGR) form and e-mail it to your Foundation Liaison (foundationliaison@somafoundation.org). This is what he or she will use to organize your formal grant proposal. Be as detailed as possible. The more information you include, the greater the likelihood of your grant being reviewed favorably.
4. Wait for your grant to be reviewed. t can sometimes take a month before the proposal is formally reviewed; thank you in advance for your patience
5. Once your grant has been approved, you will be notified via email. You will not receive funds until after you have submitted the Reimbursement Form, including receipts, and your expenditures have been verified. Once the form has been submitted and event pictures are received, you should receive your check within 10-14 days.
6. Enjoy your program. Once your program is complete, complete the Project Summary Form. Please email the form and pictures of your event to the Foundation Liaison (foundationliaison@somafoundation.org). This will help to ensure the future of the SOMA Chapter Grant Program while displaying your hard work.