

## **DIVISIONAL GRANT POLICIES**

1. The grants can be used for all types of purposes – from legislative actions, workshop speakers, marketing, scholarships, training – grants may be used at the discretion of the divisions but must enhance and promote the field of counseling.
2. Division grant requests must be submitted to the NDCA Board in writing. The appropriate form is available on the web page. There are two deadline dates: January 15<sup>th</sup> and June 15<sup>th</sup>.
3. The NDCA Board will review requests and is the determining entity for allocation of grant funds.
4. Grants can be awarded for up to a maximum of \$2,000 per year and may be considered for partial funding two years in a row.
5. Grant award amounts are contingent on the availability of funds.
6. If two or more divisions submit grant requests, the NDCA Board will determine if one grant or partial grants will be awarded to more than one division.
7. Divisions may submit annual grant requests but priority will be given to divisions that did not receive a grant the previous year.
8. NDCA will be listed as a co-sponsor or contributor for any programs or activities that a division grant sponsors.
9. The division(s) receiving the grant must provide a written report/evaluation to the NDCA Board within 6 months of completion of the project. The division is also to submit an article to the FOCUS talking about their project.
10. While the money is considered a grant, financially successful programs or activities for divisions, may wish to return the amount or partial amount of the grant to further support future grant requests.

## **DIVISIONAL GRANT PROCEDURES**

1. By the appropriate deadline, division(s) should have submitted the grant request (on the appropriate form) to the NDCA Executive Director.
2. The Executive Director will bring the grant request to the appropriate NDCA board meeting.
3. After the NDCA Board meeting, the Executive Director, will notify the grant writer about the NDCA Board decision.
4. If a division(s) is receiving a grant, the division must notify the NDCA Executive Director of when they need the funds.
5. It is the responsibility of the division(s) to submit their report and an article to the FOCUS to the NDCA Executive Director.