**Chapter Sub-Fund Grant Application**

**Contact Information**

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| Beta Sigma Psi Chapter:  Primary Contact: | Application Date:  Expected Completion: |
| Street Address:  City, State, Zip:  E-mail Address:  Phone Number: () | |

1) Funding Request

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| Total Amount Requested: | Expected Project Cost: |

2) Describe in detail how the Funds will be used.

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Category

Spiritual Development

Leadership Seminars

Scholarship Awards

External Relations

Scholastic Development

Membership Education

New Member Recruitment

Other

3) Describe in detail the educational benefits that will result from this project.

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4) Describe the timeline and implementation of the project.

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5) Additional notes for consideration (if any)

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Appendix A: Proposed Budget

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| Include an additional document with a proposed budget.  (Example: If you are offering scholarships list how many will you offer and how much money will you award.) (Example: If you are purchasing computer equipment, list items you will purchase and cost of each.)  Always be as specific as possible. You are encouraged to include equipment model numbers and stores you intend to purchase from. Appendix A is to be included with the Grant Request. |

Appendix B: Expense Report

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| Prepare a summary of expenses with copies of receipts upon project completion. This report will include a spreadsheet detailing each item purchased or monies awarded. At the bottom, show the total amount spent and requested reimbursement.  In the case of Scholarship Awards, provide the following information for each award:  \* Student Name \* University \* Student ID # \* Amount of Award  Appendix B is to be submitted as soon as possible upon program completion. You will not receive full reimbursement unless all expenses and receipts are included. |

**Responsible Officers & Electronic Signatures**

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| Active Chapter Officer | Alumni Chapter Officer |
| Name:  Position:  E-mail Address: **[.edu address preferred]**  Phone Number: () | Name:  Position:  E-mail Address:  Phone Number: () |

In order for a Sub-fund Grant Application to be considered, there must be consensus between both the Active and Alumni Chapters that the money should be spent. (In the case that no Alumni Chapter exists, approval from the Chapter Advisor will be used instead.)

To submit the request, email this application with relevant appendices to: grants@betasigmapsi.org

The email should originate from the Primary Contact. The Responsible Officers from the Active Chapter and Alumni Chapter should be CCed. They should both Reply All to the email indicating their approval for the project.

If you have any questions, contact the Grants Director: grants@betasigmapsi.org