

MAP FUNDING APPLICATION

Thanks for your interest in MAP. There is a $1,000 limit on the funding you may request for a regional or inter-departmental event or series of events, but you are expected to justify the requested amount below. We will not always be able to grant the full amount, but a detailed projected budget will help us approve as much as possible. You are also expected to look first into the departments/universities of participating chapters.

To qualify for funding from MAP, the organizing committee of the special event must (a) demonstrate a good faith attempt to secure funding from the departments or universities of participating chapters, and (b) have at least one representative from a chapter that’s been functional for at least one semester. The organizational committee will be expected to provide receipts for all purchases made with MAP funds.

*Please notice that funds must be spent in the calendar year that they are received, and plan your application accordingly. If you want to request funds for an event to be held in a later semester, please email* *mapforthegap@gmail.com* *to discuss your options.*

To apply for funding, please fill out this form and email it to mapforthegap@gmail.com **by February 2, 2020**.You should hear back from us by **February 6, 2020**. Please send it as a .doc or .pdf and name the file with your Chapter’s or Region’s name.

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1. How much are you requesting **in total** from MAP International?

We will not consider funding requests over $1000.

1. Include an itemized budget for (at least) the funds that you are requesting. (Please be as detailed as possible (e.g. include possible vendor and their estimates of cost).

We will not consider funding requests that do not include an itemized budget.

1. Estimate of available funding from department:[[1]](#footnote-0)
2. Estimate of available funding from university:
3. Identify other sources of potential funding:
4. What steps have you taken to secure funding from your department/university? What has the response been?
5. How do you plan on using these funds? Items to include:
* Chapters involved
* Organizers (names) from individual chapters
* Date of event(s)
* Intended audience
* Goal/purpose of event(s)
1. If you have secured some form of funding already, please indicate the amount and describe what you hope to do with additional funding from MAP.
2. Please include an itemized budget for projected expenses.
3. At the request of our funders, we are now moving toward *reimbursement* as the default payment method for tax purposes. This requires you to submit receipts (along with a funding cover sheet, as a single PDF) at the end of the semester or when you have spent your allotted funds (whichever comes first, or is more convenient). You may also provide us with payment information at the time you submit receipts for reimbursement. We are sensitive to the difficulties this poses to graduate students. If fronting the funds you need for your event would be overly burdensome, we have a very limited amount of funding that we can disburse ahead of time to cover the costs of your event. Please email mapforgap@gmail.com to request this.

We reimburse funding via (i) Zelle/PayPal or (ii) check/bank transfer. We prefer (i) if possible. Please provide account information of **(i) or (ii)**:

**(i) Zelle or PayPal account** (indicate which one)**:**

*Or*

**(ii) For North American chapters:**

**Check Addressee:**

 **Check Address:**

 **For chapters outside of North America:**

 **It is a business or personal account?**:

**Recipient’s First & Last Name OR Business Name:**

**Recipient’s Address:**

**City:**

**Country:**

**Postal Code:**

**Recipient’s Email Address:**

**Sort Code OR IBAN** (indicate which one)**:**

1. Check out our ‘how to’ guide on fundraising from faculty [here](https://docs.google.com/document/d/1ndZRYF3vQlDF-OxkiUfuWtesDDdz_4Bwz-xobR9I1GQ/edit). [↑](#footnote-ref-0)