

Attachment B:

UPA Grants for Chapters Review Checklist

DATE:

TO: Board of Directors
Executive Director

FROM: _____, Director of Chapters, or their
designee

SUBJECT: UPA Grant Review Checklist

PLEASE REMEMBER: In reviewing individual applications, the Board is assessing how well those applications meet established criteria. The submitting chapters have acted in good faith according to the instructions of an approved, announced policy, which is available for your reference at every Board meeting. The Board has an obligation NOT to change that policy in the midst of reviewing pending applications. Policy changes may, of course, be considered separately, but must be authorized and announced before they can apply to grant evaluation. Contrary action is unconstitutional.

Application submitted by:

Amount requested: \$_____ Date by which funding is required:

Director of Chapters, or their designee's recommendation or comments:

Include a summary of the proposed use of funds and why you believe the application should be approved. If the application is for a merit grant, state why this chapter should receive such funding (e.g., chapter accomplishments, general chapter status, etc.) Attach a separate sheet if necessary.