



The Global Voice of Quality™

SAC Special Projects Fund Disbursement

1.0 SCOPE

- 1.1 This procedure describes the eligibility criteria and approval process for distribution of monies from the SAC special projects fund.

2.0 POLICY

- 2.1 Membership dues and allotments policy allows that the SAC will receive funds for each paid section member. This is the procedure for sections to apply for SAC special project funds and the criteria and process used in the approval of applications.

3.0 DEFINITIONS

- 3.1 All terms used in this policy conform to Policy G 35.00, Guidelines for Policy and Procedure Documentation.

4.0 PROCEDURE

4.1 Eligibility

- 4.1.1 SAC special project funds are available to worthy projects that further the goals of the Society and the quality community. Funds may be requested by any section, ASQ committee, or HQ workgroup with a project that addresses the needs of ASQ's geographic committees. Sections may also submit applications on behalf of a subsection or student branch.
- 4.1.2 SAC special project funds are not available for the following:
 - 4.1.2.1 Operational expenses.
 - 4.1.2.2 Repayment of already acquired debt.
 - 4.1.2.3 Reimbursement of SAC leadership expenses.
- 4.1.3 The project must promote the strategic goals of the Society.

4.2 Application Requirements

Applications will be limited to no more than three pages and organized as stated below. Font size will be a minimum of 12 point.

- 4.2.1 Cover letter – the cover letter will be from the chair, committee chair, or workgroup leader, describe briefly the project, provide a contact for questions, and include the amount requested.
- 4.2.2 Project narrative – the project narrative will provide greater detail about the request for funding, including:
 - 4.2.2.1 A detailed description of the project, those who will carry out the project, and the project's goals and expected outcomes.
 - 4.2.2.2 Success measures.

- 4.2.2.3 Project budget and timeline.
- 4.3 Application Deadline
 - 4.3.1 Applications for project funding may be sent at any time during the fiscal year to the regional director and the manager of the ASQ Community Development workgroup.
- 4.4 Application Review Process
 - 4.4.1 Once the application is received, it is the responsibility of the manager of the Community Development workgroup to send notice of receipt to the applying section. It is the responsibility of the regional director for the region where the event will occur to review the application and notify the manager of the Community Development workgroup if approval is recommended, or to inform the applying section or group the reasons why it is not recommend within 15 days.
 - 4.4.1.1 If the regional director requests more information from the section, committee, or workgroup, they have 15 days to submit the additional information.
 - 4.4.1.2 A section, committee, or workgroup whose application has not been approved may appeal to the SAC. The SAC will decide appeals at its next meeting or teleconference.
 - 4.4.2 Applications recommended for approval by the regional director will be reviewed by the SAC and the manager of the Community Development workgroup against the following criteria:
 - 4.4.2.1 Alignment with ASQ's strategic priorities.
 - 4.4.2.2 Value to members.
 - 4.4.2.3 Financial need of the section, committee, or workgroup.
 - 4.4.3 The review will take place at the next meeting or teleconference of the SAC that allows the members at least one week to review the application.
 - 4.4.3.1 The manager of the Community Development workgroup is responsible for distributing the application to the SAC chair no later than one week after receiving the regional director's approval to do so and will submit the application's approval as an agenda item for the next SAC meeting/teleconference, which allows the members at least one week to review the application.
 - 4.4.3.2 The applying section, committee, or workgroup will be advised by the regional director that the application has been approved, the application has not been approved, or that more information is requested within 48 hours of the decision of the SAC.
- 4.5 Post-Approval Process
 - 4.5.1 In the case of a collaborative project, the payment of funds is contingent upon receiving an MOU prepared and approved.
 - 4.5.2 Funds will be paid in a lump sum or in payments determined within the project plan's budget and timeline.
 - 4.5.3 The section, committee, or workgroup will submit an end-of-project report to the SAC chair and Community Development manager, including revenue vs. expenses report.
 - 4.5.4 Any funds not spent for the specific project for which the funds were approved must be returned to the SAC special projects fund, unless under \$100.

Revenue from	REVISION DATE	REVISION COMMENTS
A	02/06/05	New Policy
B	03/06/09	Revised applicant eligibility to include additional committees and ASQ staff.

APPROVALS

Owner Section Affairs Council
Reviewed by Bylaws Committee March 20, 2009
Approved by Board of Directors April 29, 2009