



Chapter Support Fund Guidelines

The CCPA Chapter Support Fund is available to provide additional funding to Chapters for proposed projects and started in February 2012. An amount not to exceed \$10,000 is available per annum and will be determined through the Association's annual budget process. This is the total amount available to be shared amongst all chapters. Support will be based on individual merit and will be based on availability of support funds and funds raised directly from the Chapter for its project. There is an expectation that the Chapter will contribute from its own funds.

Supportive funding is not intended to jeopardize CCPA's ability to operate other projects. CCPA will in each fiscal year cap the amount of available funds. This decision to cap funds will be made by the Board of Directors and communicated to affected parties in a timely fashion. All uses of the Chapter Support Fund will be at the discretion of the CCPA Board of Directors. When deemed appropriate to do so, CCPA shall reserve the right to not fund any projects in any given year. The decision of the CCPA Board of Directors is final.

Administration of the Fund

The Fund will be administered through CCPA's National Office. Application to the fund for use of the monies will be made by the President of the Chapter through the Chief Executive Officer (CEO) of CCPA.

The application for the funding must include the following information, as applicable:

- Name of the Chapter requesting the funding, including signatures/names of any partner associations, organizations and/or supportive individuals.
- Evidence of how the proposed project will benefit the profession, practitioners themselves and/or their clients.
- History of activities undertaken prior to application for funding.
- Evidence of an existing plan for Chapter funding, fundraising, and dissemination of information that aligns with the ethics, mission, and services of CCPA.
- Evidence of research and/or preparation of background information.
- A description of the use of the funds, clearly indicating how the funds will advance the cause of the CCPA Chapter.
- Detailed budget of the funds required.
- Time frame of expenditures.
- Specific names of individuals or organizations to which the money will be transferred.

Report

A report on the outcome of the project, including fiscal expenditures, for which the funds were allocated will be submitted to the CEO of CCPA by the recipient Chapter President within three months of the completion of the project.



Promotion of the Fund and Project Results

When funds are approved for expenditure, an article will be placed in Cognica notifying members of the use of the funds. Within three months of the completion of the project, the recipient Chapter President will submit a brief article for Cognica, describing the project and its results.

Application Deadlines

Applications are accepted twice a year. The deadlines for applications are March 31 and September 30.

Submitting a funding application and questions

To submit a funding application or for further information, please contact the Communications and Partnerships Division by e-mail at communications@ccpa-accp.ca.