

A Refresher on the Eligibility Requirements of a Foundation Grant by Pat Jacklets, CPPM CF,
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Last November the Executive Board voted to continue to fund the “unrestricted” SES/FES grants in addition to changing the timeframes for applying for grants. The following is provided to assist you in planning if you are applying for a grant. You can also visit the Foundation Webpage: www.npma.org/Foundation .

What are the eligibility requirements for receiving an NES or Course NPMA Foundation grant?

Recipients must meet all of the following criteria:

- o NPMA member in good standing for a minimum of 24 consecutive months;
- o Currently employed or seeking active employment in the asset or fleet management profession;
- o Not a member of the Foundation Committee;
- o No previous NES/Course grant awarded within three consecutive years; and
- o Not exceeded the lifetime limit of \$6,000.

What are the eligibility requirements for receiving a restricted account SES/FES NPMA Foundation grant?

Recipients must meet all of the following criteria:

- o NPMA member in good standing.
- o Currently employed or seeking active employment in the asset or fleet management profession;
- o Not a member of the Foundation Committee;
- o Grants from restricted SES/FES accounts are limited to one SES or FES per calendar year.

What is the maximum amount I can request on a grant?

- o The maximum amount per grant request is \$2,000.

What other actions do I need to complete for the application process?

- o Prior to submitting the application, ensure the appropriate approvals to attend the event are obtained from your employer.
- o Funding received from other sources should be included on the application.

What expenses may be covered by a Foundation Grant?

- o Seminar/course registration
- o Transportation to/from the event city
- o Hotel cost (day prior to event, during event, and day after event)
- o Book or program fees

What expenses ARE NOT covered by a Foundation Grant?

- o Transportation to/from the airport
- o Extra days for Delegate or other business meetings
- o Meals (other than those covered by the event registration fee)
- o Certification costs, including application fees, books or testing fees

When should I submit the application for an NPMA Foundation grant?

o Grant applications are accepted 120 days prior to the start date of the educational event, but no later than 5 business days prior to the early registration deadline on a first-come, first-served basis.

Who reviews my application and how are NPMA Foundation grants awarded?

o The NPMA Foundation Committee reviews all applications. Committee members include:

- The Foundation Administrator
- The Foundation Assistant Administrator
- Region Foundation Directors (Western, Central and Eastern Regions)
- NPMA President
- NPMA Vice President of Finance

o The Grant Committee will consider:

- Member's Eligibility
- Amount of grant requested
- Availability of funds for the requested event

o In the event that there are more applicants than budget, applications will be noted as wait listed. If additional budget becomes available, or if an awarded grant is declined, cancelled, or withdrawn, wait listed grants will be reviewed and processed.

o Generally, grants are awarded 60 days prior to the requested event's start date.

What is required if I receive an NPMA Foundation grant?

o Grants awarded are reimbursement-type, meaning the recipient must incur the cost, physically attend the event and then submit an expense report for reimbursement - one exception: **registration fees for NPMA events will be paid directly by NPMA.**

o Expenses must be in compliance with the NPMA Travel Policy as published in the NPMA Operations Manual.

o The NPMA Expense Report must be submitted with expenses and original receipts within 30 days after the event ends.

Applications are accepted 120 days prior to the start of the seminar with the cutoff being 5 BUSINESS days prior to the early registration deadline. So, for the 2020 seminars, the following dates are important:

Seminar	Date of Seminar	Application Submittal Start Date (120 Days prior to Start of Seminar)	Final Date to Submit Application for Grant (5 BUSINESS days prior to early registration deadline)
SES—Columbus, OH	April 28-29, 2020	December 30, 2019	March 18, 2020 (3/25/20)
NES – Dallas, TX	Aug 24-27, 2020	April 26, 2020	June 3, 2020 (6/10/20)
FES – Portland, OR	Nov 12-13, 2020	July 15, 2020	October 2, 2020 (10/9/20)

Happy Planning!