



2024 Chapter Grant Program

The *ACC Chapter Grant Program* was conceived as a method of providing funding to chapters that do not have the funds to pursue additional activities. The funding is provided regardless of size for new programs that would advance the mission of the association, while advancing the goals and objectives of the chapter.

Eligibility: All active ACC chapters are eligible to submit unlimited grant proposals for up to \$6,000 each for programs that support the following ACC objectives:

- Programs and projects that support ACC's [Strategic Plan 3.0](#)
- Programs and projects that support ACC's Seat at the Table Initiative
- Increasing ACC membership through membership and retention campaigns
- Increasing member awareness of your chapter and ACC services
- Programs focused on new managers, new to in-house, or general counsel issues
- Chapter and committee collaboration efforts
- Programs focused on global issues in the legal department
- Pro Bono services by in-house counsel
- Initiatives and efforts for law school students
- DEI Initiatives

Your Chapter's current financial position will be considered when deciding grant recipients. ACC is aware that, due to COVID, annual expenses may be lower providing an inaccurate depiction of usual annual expenses. ACC will review several years of financial data ensuring that chapters are not unfairly excluded from eligibility. Further, chapters that fluctuate between 3-9 months of operating expenses in reserves will still be considered assuming that your chapter is not consistently well in excess of the reserve requirement.

Proposal Process & Contents: All grant proposals should include:

- A justification for funding the proposed project
- A clearly articulated plan for implementation
- Anticipated program results
- Date of the activity – The activity must take place before September 30, 2024.
- Purpose of the activity – What do you hope to achieve?
- How will it benefit members?
- How will it promote the goals of the organization?
- Method(s) planned for promotion/marketing of program
- The name(s) of the individuals responsible for the activity

- Budget – provide estimates of all costs/revenues related to the activity
- Chapters must also explain why current funds in their treasury cannot cover the costs of the proposed activity.
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Failure to provide this information will disqualify your submission.

Funding: Funds that are approved for activities in the grant proposal must be used specifically for the approved grant. ACC will not fund activities that were not included in the original grant proposal.

Reporting: Chapter Grants are valid from October 1, 2023 to September 30, 2024. Chapters selected for awards will receive an initial sum of 50 percent of the amount of the grant. The balance of grant funds will be paid upon receipt of a detailed report by the chapter at the conclusion of its grant project(s).

Reports must include **project overview, total expenses, and goals achieved** through this platform.

Interim progress reports must be submitted by May 1 for all funded projects not completed. Failure to provide an interim report will result in termination of the remaining grant payment.

Grant activities must be concluded, and reports submitted no later than September 30. All funds not used in the project by that time will revert to ACC. Grant funds must be used for the approved project.

Chapters must provide ACC with reproducible copies of materials created in conjunction with approved grant proposals for possible additional use by ACC and other chapters.

Deadlines:

Requirement	Deadline
<p><u>Grant Proposal(s) Deadline</u> Grants deadline is final. No additional time will be allotted for late submissions.</p>	December 13, 2023
<p><u>Grant Awards Committee Review</u> A committee comprised of Chapter Presidents and ACC Board members will review all grant proposals during this time.</p>	January 17, 2024
<p><u>Award Announcements</u> 50% of total grant funds will be submitted within 7 business days of Award Announcements.</p>	February 21, 2024

<p><u>Interim Progress Reports Due</u> Reports due for all funded projects that have yet to be completed.</p>	<p>May 1, 2024</p>
<p><u>Final Reporting</u> All grant activities and final reports must be completed and submitted to this platform.</p>	<p>September 30, 2024</p>
<p><u>FY23 Financial Reports Due</u></p>	<p>November 2024</p>

Where to File/Questions: Submit 2024 Grant Proposals online, [HERE](#). Questions? Contact Rosemarie Abraham at r.abraham@acc.com.