



## **Northern New England Chapter of the American Planning Association (NNECAPA) Event Sponsorship Policy**

### Purpose

This policy describes the guidelines for the sponsorship and/or distribution of funds from the Northern New England Chapter of the American Planning Association (NNECAPA) to other organizations.

**The Annual NNECAPA Conference is exempt from this policy.**

### Policy:

- A. Organizations seeking funds shall electronically submit the following information to any member of the NNECAPA Executive Committee:
  1. Name of organization;
  2. Name and contact information for individual making request;
  3. Amount requested;
  4. Date of event, activity or initiative;
  5. Description of event, activity or initiative; project or product
  6. Approximate number of those who will participate in the event, activity or initiative;
  7. Budget of event, activity or initiative; and
  8. Secured and anticipated funding for event, activity or initiative.
  
- B. Events, activities and initiatives for which funding is sought shall meet one or more of the goals laid out in NNECAPA's strategic plan as described below:

### **Membership Communications:**

- Provide opportunities for professional support, communication, and an exchange of information for Northern New England's planners.
- Celebrate the hard work and achievements of planners working throughout Northern New England.

### **Professional Development**

- Encourage and support ongoing professional development and education of all chapter members.
- Provide information & assistance to professional planners applying for membership in AICP.
- Provide information & assistance to professional planners applying for advanced specialty certifications.
- Support current members of AICP in obtaining the necessary continuing professional development credits.
- Organize or sponsor opportunities for professional development through workshops, courses, and conferences.
- Collaborate with neighboring chapters in sharing information about professional development opportunities and organizing regional planning conferences.

### **Advocacy and Outreach**

- Serve as a resource for information about the field of planning and the importance of planning to our communities.
- Serve as a conduit for information and exchange with the three state associations, academic institutions, allied professions, and neighboring APA and CIP chapters.
- Build and maintain successful academic programs for planners across the region.



**Administration**

- Provide organizational and fiduciary support in order to fulfill the ongoing activities and responsibilities of the Chapter.
  - Provide transparency, accountability, and access for the membership in the activities of the Chapter.
- C. Priority shall be given first to state associations, then to non-profit, incorporated or public organizations, for events taking place in Maine, New Hampshire or Vermont or other areas where members from these states are likely to attend events which will benefit them.
- D. Proposals can be funded as requested or with revisions and/or conditions:
1. Revisions:
    - i. The Executive Committee can choose to fund proposals to a lesser or greater extent than proposed.
    - ii. The Executive Committee can choose to fund only certain budget items, based upon the breakdown provided in the proposal.
  2. Conditions:
    - i. The Executive Committee may suggest that certain conditions be met in order to receive funding. For example, a NNECAPA representative is invited to speak, one or more articles concerning the event, activity or initiative be submitted to the quarterly newsletter, or NNECAPA logo to appear on marketing material.
    - ii. When applicable, any party receiving funds must offer the same rate offered to its members of NNECAPA.
    - iii. Total funding may be contingent upon certain conditions, or funding may be disbursed in parts for certain budget items based upon continuing compliance with established conditions.
    - iv. All seminars, courses, workshops and other training type sessions must become APA/AICP Certification Maintenance “CM” registered by the entity requesting sponsorship or funding. This will require working with a willing NNECAPA member.
- E. All non-financial requests will be reviewed on an individual basis by the Executive Committee for applicable conditions for approval.
- F. A representative of the organization making the funding request may be asked to attend the Executive Committee meeting to further address the request.
- G. Requests shall be decided on by a majority vote of the Executive Committee.
- H. The Executive Committee shall notify the requestor of the approval or denial of the funding request.
- I. NNECAPA does not fund the following:
  1. The acquisition of real property; and
  2. Supplementation of operating expenses.
- J. Funding is available on a first-come-first-serve basis.