



COUNCIL POLICIES AND PROCEDURES

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Purpose To establish clear guidelines to govern requests from ACE Regions for funding from the National budget.

Policy Established ACE National recognises that there are events or activities outside of the normal scope of funding (normal funding includes National conference, capitation fees, National professional development events, etc) for which a region may need additional funds or have a national focus.

Eligibility Any ACE Region may apply for funding.

General Criteria The event/activity/promotional opportunity should enhance the profile of ACE and its members or provide a professional development opportunity for members. The opportunity should benefit ACE members nationally. Regional opportunities may be considered for funding when the opportunity is anticipated to provide significant benefit and the region is financially unable to support the event without assistance from ACE.

Related Procedures Process for Application ACE members who have an event/activity/promotional opportunity that they would like to bring forward for funding are asked to prepare a descriptive project plan and budget and submit both to their Region President. The Region President will review the documents in conjunction with the Region Council to determine whether the opportunity should be supported and whether that support should occur at the Regional level or proceed to the National level.

If full or partial funding at the National level is desired, the project plan and budget should be directed to the National office with the request for funding from the Region President. The National office will then circulate the documents to National Council for review.

Requests for funding should be received at least 4 months prior to the initial funding needs. When possible, requests for large amounts should be submitted by November of the year prior to funding so that they can be included in the National budget. However, National Council recognizes that special opportunities may arise that would benefit ACE and in these circumstances, proposals will be accepted as the opportunities present themselves (note that the same process will have to be followed).

Review of Application The application for funding will be circulated to National Council for review. Additional details may be requested from the Region.

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Conflict of Interest If for any reason, any member of the National Council feels unable to review the proposal without bias or prejudice, the individual must declare a conflict of interest and absent him/herself from the discussion and any subsequent vote on the nomination.

The National Council will vote to accept or reject the proposal. The decision of the National Council is final.

Notification The President shall notify the Region president of the decision of the National Executive Committee not more than one month following receipt of the request.

Supporting Documents > Project Plan template (Word Doc)
> Project Plan budget template (Excel spreadsheet)

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