



Memorandum

To: Interested Parties
From: James S. Roberts
Subject: ARMA Student Chapters Grant Program
Date: April 24, 2023

In response to a number of suggestions and approaches regarding funding of ARMA Student Chapters with allocated amounts from the ARMA budget, this memorandum presents an approach adopted by the ARMA Board of Directors.

General description

The ARMA Board will designate an amount of funding made available to ARMA Student Chapters. The suggested amount for 2023 is \$12,000. Availability of future funding will be contingent on the financial performance of ARMA and subject to ARMA Board approval on an yearly basis. Chapters will be encouraged to propose initiatives and projects for consideration for funding. The following principles will govern the decision-making and allocation of those funds by a Student Chapter Grants Committee:

- Funds will be targeted to activities that reinforce the agenda of the chapter, the overall success of all student chapters, and the purpose and aims of ARMA.
- Chapters will be encouraged to leverage ARMA funds by showing evidence of approaching other sources, such as corporate sponsorships, university funding, or private individuals (e.g., local ARMA members).

While there are no set categories for funding proposals, the following will be given special consideration:

- Participation by the chapter in annual ARMA symposiums or other conferences, meetings, exhibits, and educational or promotional opportunities.
- Creating and maintaining a chapter website with links to ARMA's website.

- Chapter events, such as student competitions, online presentations, or other activities, either by a single chapter or jointly with other chapters.

Grant administration

- A five-person Student Chapter Grants Committee of ARMA members will be established to consider proposals and allocate funds. Membership will consist of one ARMA Board member (usually the Student Chapter liaison), representatives of the chapters (usually members of the Student Council), and one Future Leader.
- The grants committee will set schedules for accepting proposals, including any deadlines or rolling acceptances. The committee will make timely decisions, make awards, announce decisions, and trigger payment. The preferred method of payment will be to the ARMA chapter's university student account, but the committee will seek alternative solutions if local circumstances make this problematic.
- If a decision maker / committee member has an interest in the proposal being presented, that person will be required to recuse himself or herself from active consideration of that proposal.
- Announcements of an award will be made by letter to applicants, and further publicized in channels available to ARMA members (ARMA News, ARMA Letters, technical committee publications, Chapter links, etc.)
- Awards may be contingent on securing other sources of funding and on performance against milestones of accomplishment, and/or phased according to the plans presented for grant consideration. Applications should provide a description of the funding sources that were attempted or committed to fund the proposal, in addition to possible grant funding.

Follow-up and accountability

- Every grant should be followed by a summary report to the ARMA Board and the Secretary of the ARMA Student Council.
- Consideration will not be given to chapters that have not provided the required annual report to the ARMA Board, as called for in the Chapter by-laws.