

Illinois Chapter ASLA Marketing Committee Grant Program

Application Form

Project Title: _____

Contact Name: _____

Address: _____

Daytime Phone: _____ E-mail: _____

Proposed Project Description: *Briefly describe the proposed project—include what you expect to develop, produce and/or implement.*

Estimated Project Cost: \$ _____ *(This is a total cost estimate only—this amount should be estimated as the total project cost). Actual grant awards are based on information you submit with your completed grant application, and the matching fund requirement based on project merits.*

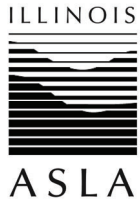
Please check the ILASLA Strategic Goal(s) the Project relates to:

- Ethic**—Define and promote an ethic that supports responsible development, restores and conserves natural resources, respects cultural heritage and improves quality of life, consistent with the ASLA Declaration on Environment and Development.
- Policy**—Influence public policy to advance the ethic of landscape architecture and promote appreciation of the profession.
- Practice**—Help landscape architects become primary providers of landscape architecture, design, site planning and management services.
- Information**—provide information and educational opportunities on state-of-the-art technologies and practices that advance landscape architecture.
- Effectiveness**—Manage an effective organization that strengthens the entire profession, expands leadership opportunities and gives members a substantial return on investment.

Applicant Signature and Date: _____

Please submit to: ILASLA
Marketing Committee, Grant Coordinator
P.O. Box 4566, Oak Brook, Illinois 60522-4566
630.833.4516

Applications are reviewed upon submittal.



Illinois Chapter ASLA Marketing Committee Grant Program

Guidelines

The goal of the Illinois Chapter ASLA Marketing Committee Grant Program is to provide financial resources to develop grassroots projects that help implement the ILASLA Strategic Plan and advance the profession of landscape architecture. Through this program, associations and individuals may receive matching funds for projects through ILASLA. A selection committee will determine financial allocations.

Program Goals

- Provide financial assistance through the funding of innovative and/or critical programs that could not move forward without additional funding.
- Create opportunities for ILASLA to implement the Strategic Plan and current ILASLA Marketing Committee priorities.
- Increase communication between the ILASLA and general public.
- Create public relations opportunities for the profession externally.
- Stimulate public involvement and awareness on a state and local level.

Eligibility Requirements

- Organizations and individuals of the Chapter are eligible to submit a project proposal through their Illinois Chapter Marketing Committee.
- Proposals should be submitted through the Marketing Committee and Chapter Executive Committee and demonstrate the endorsement of the Chapter.
- Projects may be resubmitted in consecutive years for initial or additional funding, but they will be evaluated in relationship to the merits of all concurrent submittals.
- Matching funds may be required as follows: 100%, 50% and 0% depending on project approval.
- Unspent grant monies due to inactive or incomplete projects must be refunded back to ILASLA at the end of each fiscal year.
- Submittals **must** be complete in order to be eligible for consideration for funding.

Program Submission Requirements

The following items must be submitted in electronic format (either email or CD ROM) for the project to be considered:

1. Completed application form.
2. Signature of applicant.
3. Detailed project budget, outlining income and expenses for the project.
4. The project's public relations plan.
5. Project status or final reports for any projects ongoing from previous fiscal years (mandatory for new applications to be considered).
6. *Optional:* A summary no longer than two pages can be submitted to enhance the project description or to clarify and supplement items in the application form.

Selection Committee

A Project Grant Selection Committee, appointed annually by the ILASLA President, will review qualified applications, select projects to be funded and determine specific dollar allocations for each project, and review updates from participants as they implement programs. The Project Grant Selection Committee will include a minimum of three of the following categories of eligible committee members:

1. Executive Committee Representatives
 - a. President-Elect, ex-officio (Marketing Committee Liaison)
 - b. Chapter President
 - c. Trustee
2. Marketing Committee Representatives
 - a. Marketing Committee Chair
 - b. Grant Coordinator
 - c. Two designated members of the Marketing Committee

Selection Process

Grant review and selection will occur per the following process:

1. Grant applications are submitted to the ILASLA Marketing Committee Grant Coordinator.
2. Grant applications are presented to the Project Grant Selection Committee Marketing Committee Representatives for initial review and recommendation. Reviews shall occur prior to Marketing Committee meetings.
3. If questions arise or clarifications are needed, the Grant Coordinator will contact the applicant.
4. Recommended grant applications are then presented to the Executive Committee Representatives by the Grant Coordinator for final review and recommendation.
5. If questions arise or clarifications are needed, the Grant Coordinator will contact the applicant.
6. Facilitation and execution of the grant is the responsibility of the external applicant or, if submitted by an Executive Committee (i.e. External Communications, Education, Public Service), the applicable Executive Committee Chair.
7. Grant monies are distributed to the applicant contact by the ILASLA Treasurer.

