

PENNSYLVANIA SQUARE & ROUND DANCE FEDERATION

GUIDELINES FOR PROMOTIONAL FUND PROGRAM

I. Description: A yearly program by the PSRDF offering financial support to Regional Association/Federation or local Club requesting financial aid for the promotion/improvement of Square & Round Dancing. This Program will be considered and approved by a funding allocation, each year, determined by the member Delegates at the bi-annual meeting held in April. A maximum of 2 requests in a given fiscal year may be applied for by an eligible applicant.

II. Purposes

- A. Assistance for member Regional Associations/Federations or individual Clubs to sponsor First Nighters, Demonstrations, Public outings, Community Awareness activities etc.
- B. Assistance helping a new Club to get established (i.e. Hall rent, advertisement, posters/fliers, Caller/Cuer/Instructor teaching, and other related expenses.)

III. Eligibility Requirements: Regional Associations/Federations and local Clubs who are members in good standing of the PSRDF. Local Clubs have 100% of their membership federated with PSRDF. Those groups that are intending to establish a new Club, need to obtain an eligible club sponsorship to qualify for assistance. Note: Refer to Articles IV, V, & VI of the PSRDF Constitution and Bylaws, adopted April 6, 2003 for membership requirements. The PSRDF Constitution and Bylaws can be reviewed at the website www.psrdf.org

IV. Review Committee: The PSRDF Promotional Committee manages this Program which will consist of three Executive Board members, appointed by the President. The 1-Vice President will act as the Chairmen of the Committee.

V. Terms: Eligible applicants, as defined above, may receive up to 50% of their total expenses, but not exceed \$ 100.00 with the recipient matching this amount. If unable to meet the 50% matching requirement, a letter from their Regional Association/Federation should accompany their request specifying their position to offer financial support to cover the proposal needs.

VI. Process for Applying:

- A. Complete the *PSRDF Promotional Fund Program Application*. The application form and Instructions are available on line. www.psrdf.org or contact the PSRDF President for copies.
- B. Forward the completed application to the President of the PSRDF. Electronic mailing is encouraged.
- C. The PSRDF Promotional Committee reviews the applicant's request for approval or disapproval.
- D. Approved applicant requests will be forwarded to the PSRDF Treasurer for the amount authorized for payment.
- E. Applicants that are not approved will receive a letter specifying the reasons for denial.

VII Required Reports: A final financial report is to be submitted to the Committee Chairmen within 45 days upon completion of the Promotional Event where grant funds have been used. The report also should include the outcome or results achieved.

