



**NEW CHAPTER DEVELOPMENT GRANT – \$1,000
APPLICATION FORM**

This special grant is designed to help a new IFDA Chapter present an educational program to benefit current members as well as attract new members.

Please use this check list to be sure you include everything required for your application.

- One copy of this completed application form.
- One copy of your event invitation draft that must mention “This program is funded with the help of a grant from IFDA Educational Foundation” and if possible, include the IFDAEF logo that will be provided.
- A list of the names of the IFDA chapter board members and their positions: President, Treasurer, Secretary, VP of Membership, VP of Programs, VP of Educational Foundation.
- One copy of the minutes from the last three chapter board meetings.

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Today's Date		New Chapter Name	
Chapter Address			
(Street)	(City)	(State/Zip/Country)	
Chapter Contact(s):			
VP Events or Program:			
Phone: Home	(Last) Office	(First) Cell	(E-mail) Fax
VP Educ. Foundation (req):			
Phone: Home	(Last) Office	(First) Cell	(E-mail) Fax
If grant is awarded, check (made out to your chapter) should be mailed to:			
Chapter name c/o:			
(Street)	(City)	(State/Zip/Country)	

EVENT INFORMATION

Program Title	Projected Attendance
Day, Date and Time of Event	
Location	

Program Description:

How will you promote and market this program to reach attendees and potential new members:

Please have IFDA/EF and IFDA membership information available. In opening remarks, mention EF grant and scholarship opportunities and that more information is available at ifdaef.org.

Mail or email completed application packet to IFDA/EF Director of Scholarships & Grants:
Sue Williams, Colleagues, 2700 East Grace Street, Richmond, VA 23223 • colleaguesinc@earthlink.net

The IFDA Educational Foundation Thanks You for Your Application.

Rev 01.12