



## EERI-NC Board of Directors

# Guidelines for Chapter Funding

As funds are available it shall be the policy of EERI-NC to fund activities and projects that are consistent with the goals of the Chapter, including grants to individuals and organizations not directly affiliated with EERI-NC, providing:

1. Requests for funds are made or sponsored by a member or members in good standing of EERI-NC.
2. Requested funds are necessary for the timely and orderly participation in an activity or delivery of a project.
3. Funds are to provide for materials and labor as required that cannot reasonably be furnished by EERI members or by EERI staff or facilities or, in the case of participation of an individual or individuals in an activity; funds may be used for registration fees, per diem costs and transportation.
4. Funds are primarily intended for out-of-pocket expenses and ordinarily may not be used to compensate EERI members for services performed.
5. All funds paid to contract personnel shall be consistent with normal wages for the type of services being provided and shall meet all governmental regulations and tax requirements.
6. Requests for funding are accompanied by:
  - A complete description of the need for funds including how the activity or project will be consistent with Chapter goals, and, in the case of a project shall include a schedule for completion.
  - An estimate of the total funds being requested, a detailed description of how funds will be expended, and, in the case of a project shall include wages, supplies and distribution of funds.
  - A scope of work, a description of deliverables and a schedule for completion.
7. A final accounting of all funds expended and work conducted are provided. For projects lasting more than 90 days a quarterly accounting is required.
8. All unexpended funds are returned to EERI-NC.

In instances where multiple requests for funds beyond the limits of available funds are being considered, priority shall be given to the request or requests considered to be most effective in meeting the goals of EERI-NC.