

## **General Guidelines**

- The purpose of the Section Grant Program is to provide meaningful support and grow local member engagement through AACE Sections. The funds provided may be spent only in accordance with the provisions of the Section's funding request and budget as approved. The associated grant activities and budget are subject to modification only with the Grantor's prior written approval.
- Grant expenditures must be in accordance with the tax-exempt purpose of AACE International, which serves a public rather than a private interest. The Section must avoid conflicts of interest and ensure that activities do not benefit board members, directors, or officers.
- Detailed and accurate records must be maintained to document compliance with the grant agreement.
- All Section disbursements should be supported by appropriate invoices and receipts, regardless of type.
- Cash expenditures should be avoided to the extent possible.
- Expenditures should be paid directly to the Section vendor to the extent possible (not reimbursed through an individual).
- Scholarships must be paid directly to the school, not to the scholarship recipient. Board members, directors, officers, and family members should be ineligible for scholarship awards.
- Payments made directly to an individual should only be for direct expense reimbursement and be supported with detailed itemized receipts presented before reimbursement. This should be infrequent and only when unavoidable.
- No cash or cash equivalents (gift cards) should be paid to volunteers or board members as gifts. Paying volunteers cash/cash equivalents or anything of value is potentially dangerous to the Section and may yield unwanted tax consequences for both parties.

## **Acceptable grant expenditures**

- Annual filing fees for non-profit incorporation
- PO Box fees
- Event space/venue rental, which could include a restaurant for your board or section meetings
- Food, beverage, or other related expenses for a section event (technical or outreach, including student outreach events)
- Membership initiatives, such as bringing a colleague to a section event
- Student scholarships (paid directly to the school)
- Student membership support (section pays headquarters directly on behalf of a new student member)
- Email marketing platform fees

## **Unacceptable grant expenditures**

- Gift cards for volunteer recognition
- Cash raffle prizes
- Scholarship programs to be paid to individuals
- Directors & officers' insurance
- Reimbursement for past expenses, such as 2024 incorporation filings or attorney fees