

## SPECIAL PROJECTS FUND

The Special Projects Fund provides a way for the Northwest Section to support the chapters, through small grants or loans, for special projects or activities which further the mission of The Ninety-Nines and for which there is no other funding available.

### NORTHWEST SECTION 99s SPECIAL PROJECTS FUND GUIDELINES

The Northwest Section Special Projects Fund was established at the Northwest Section Annual Business Meeting in 2013 by vote of the membership, out of funds accumulated by investment earnings. The Finance Committee and the Board have agreed that the funds will be used as a source of small grants and seed money loans for chapters that wish to sponsor or participate in activities or projects that further the mission of the 99s, and have no other funding available. The Northwest Section encourages chapters to collaborate on projects to benefit The 99s and aviation. The Special Projects Fund will be a revolving fund, where projects that generate proceeds will repay the Special Projects Fund before proceeds are used for any other purpose. The Finance Committee and the Northwest Section BOD will review proposals for compliance with our non-profit purposes before approval.

1. The requesting chapter(s) must describe the proposed project or activity and how the use of the funds will further the mission of The 99s.
2. The requesting chapter(s) must describe the budget of the project or activity. They must detail the uses of the requested funds and when the funding is required. They must state whether they are requesting a grant or a loan of funds. **Grants amount will be limited to a maximum of \$200; loans will be limited to \$500.** The requesting chapter(s) must indicate whether other funds will be raised to fund the project or activity, and the source and uses of proceeds. Special Projects Fund loans must be repaid before any other use of the proceeds.
3. The requesting chapter(s) will apply to the chair of the Northwest Section Finance Committee at least 30 days in advance of the need for the funds. The Finance Committee may discuss the request by email, telecon or at a scheduled BOD meeting. The Finance Committee will vote to recommend or not recommend to the BOD of the Northwest Section. The BOD of the Northwest Section will make the final decision.
4. The requesting chapter(s) will submit a written accounting of the use of the funds to the Northwest Section Treasurer no later than 30 days after the conclusion of the project or activity along with repayment, if applicable.

## APPLICATION FOR USE OF FUNDS FROM NORTHWEST SPECIAL PROJECTS FUND

Chapter Name(s) \_\_\_\_\_

Contact Person Name, Phone # and email: \_\_\_\_\_

Request Amount: \_\_\_\_\_ Check if requesting: € grant    € loan

Date funds needed by: \_\_\_\_\_

Describe the project or activity and how it will further the mission of The 99s, Inc.:

---

---

---

What is the budget for the project or activity, and what other funding is being used?

---

---

---

Will the project or activity generate proceeds? (Special projects loans must be repaid before other uses of proceeds.) How will the proceeds be used?

---

---

---

Submit application to the Chair of the Northwest Section Finance Committee at least 30 days prior to funds needed date.

Written report must be submitted to the Northwest Section Treasurer (along with loan repayment) within 30 days of conclusion of the project or activity.