



## Friendship and Retention Grant Application

Deadline for application submission to the National Office is **May 1<sup>st</sup>**

**\* PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION \***

Please type or print application and keep a copy for your records.

Chapter Name	College or University	Section/Region
Chapter Mailing Address, City, State & Zip Code		Office Telephone #
Name of Submitter, E-Mail Address, Submitter's Telephone #		

Chapter Office (if any) Submitter's Signature Date

Please provide the following information in order to present the review committee with a detailed plan for your proposed service project. Describe the project in as much detail as you need to demonstrate that the project merits consideration for financial assistance from the APO Friendship and Retention Grant Program. **Attach additional sheets where indicated.**

1. Name of project and brief description:

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2. When would this project occur?

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3. *Attach* a detailed description of the project and what you hope to accomplish. Explain your chapter's involvement in this project, and how this project fulfills the purpose of the APO Friendship and Retention Program.

4. *Attach* an explanation of who will benefit from this project, as well as the estimated number of members your chapter will gain from it, and include how this grant will impact your chapter.

5. Amount requested: \$\_\_\_\_\_ (\$500 maximum; \$100 minimum).

6. *Attach* a budget of anticipated costs for the project. Indicate how the grant money will be used. If the project requires more than the amount of this grant, explain what other sources will provide funding.

7. Attach a description of your chapter's fiscal operations (methods, not amounts). How the chapter handles money for projects and other activities, e.g. who writes checks, how many signatures are required on chapter checks, how the chapter records financial transactions, etc.

8. Attach a letter of endorsement from the chapter advisor who signs below.

**CHAPTER**

We, the members of \_\_\_\_\_ Chapter of Alpha Phi Omega understand that submission of an application does not guarantee a grant of any amount and that the awarding and amount of any grant shall be subject to the discretion of the selection committee. Awarded funds must be expended on the project described here, and any awarded funds not expended for this project will be returned to the Alpha Phi Omega Friendship and Retention Fund at the National Office. We agree to submit an expense accounting, including copies of receipts for expenses, with the final project report. We understand that failure to meet the above requirements may result in our chapter not being in good standing, according to the National Bylaws and Standard Chapter Articles of Association. We understand that the selection committee and/or the Fraternity shall assume no responsibility or liability for claims of damage of any kind or for claims of injury to any person in connection with said grant. Our chapter is in good standing with our college/university and has met its administrative, financial, and charter reaffirmation obligations to the Fraternity.

**CHAPTER PRESIDENT**

Chapter President (print name): \_\_\_\_\_  
Telephone: (\_\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CHAPTER ADVISOR**

(\*This must be the same chapter advisor who writes a letter of endorsement for the proposed project.)

Chapter Advisor (print name): \_\_\_\_\_  
Telephone: (\_\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MAIL COMPLETED APPLICATIONS TO  
**Alpha Phi Omega**  
**Friendship and Retention Committee**  
Alpha Phi Omega Friendship and Retention Grant Application

**14901 E. 42<sup>nd</sup> Street S.**  
**Independence, MO 64055-7347**

**OR e-mail a single, complete PDF or Word file to *friendship@apo.org*.**

**NOTE:** Each chapter that receives an APO Friendship and Retention Grant is required to submit a report with photos to the National Office within two weeks of project completion, or by January 1st, whichever is sooner.

\*\*END OF ALPHA PHI OMEGA FRIENDSHIP AND RETENTION GRANT APPLICATION \*\*