**Grants Coordinator and Scholarship Chair**

Grants Coordinator is a liaison between BNEF and the grant committees. The Coordinator is the Scholarship Chair as well as providing support to the other committees when needed and communicates with the two grant chairs on a regular basis.

* September – BNEF notifies the coordinator of the available funds to be used for Grants and Scholarships
* The 3 chairs (coordinator, mini grant and recruitment grant) decide on the distribution of funds between them.
  + For several years BNEF has allotted $40,000 ($1000 scholarship; $14,000 Mini grants, $25,000 Recruitment Grants
  + If any of the scholarship or mini grant funds are not used, the remainer is given to the Recruitment Grants

Scholarship Chair – (Fall)

* Let members know about the availability of a scholarship at the first meeting of the year (continue to remind members about this and encourage those interested members to apply). Any active Alpha Upsilon member (for minimum of 2 years) may apply for scholarship to pursue advanced degrees and professional growth opportunities.
* The interested member must fill out the scholarship application.
* Once an application has been submitted and reviewed, announce the current scholarship recipient and follow through with the Treasurer
* *SIDE NOTE: no one has applied for this scholarship for several years*

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As Grants Coordinator, **provide support** to the two grant committees:

Mini Grants – (Fall) The chair of Mini Grants along with her committee sets the time line to:

1. Contact individuals, schools, school districts to notify them of grants available
2. Distribute applications
3. Receive and review applications
4. Notify applicants of their statue
5. Alpha Upsilon treasurer writes checks to recipients (if possible, award grants in a public setting (like a Board Meeting)
6. Recipients provide proof of materials purchased and a report with photos to be included in chapter monthly newsletter
7. Finally, Mini Grants chair compiles a report of all the mini grant recipients and the amount awarded

Recruitment Grants – (January to May) The chair of Recruitment Grant along with her committee sets time line to:

1. Contact universities and notify them of grants
2. Distribute applications
3. Receive and review applications
4. Set date for interviews (preferably a weekend to accommodate student schedules)
5. Committee discusses qualifications of applicants
6. Notify applicants of status.
7. The grant is given in two installments – one in spring, one in fall after verification of enrollment and completion of courses
8. Awardees are invited to final chapter meeting in May
9. Recruitment Grant chair complies a report of all the recruitment grant recipients and amount awarded.