



**INDEPENDENT
POOL & SPA
SERVICE ASSOCIATION, INC.**

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MATCHING GRANT REQUEST FORM

(Rev. 11/20/19)

Date of request _____

Chapter name _____

Attention to: _____

Chapter mailing address _____

Charity name _____

Attention to: _____

Charity mailing address _____

Amount* _____

Should the grant be payable to the charity or to the chapter? Charity Chapter

Additional notes _____

Regional Director approval ** _____

BORD President/CFO approval ** _____

**Please submit documentation for this request and attach to this form before submitting. As soon as a matching grant has been approved, forward a copy of this form to the finance office for disbursement of funds. Forms must be received by December 1.*

***All matching grants must be approved by your Regional Board and then submitted to the BORD President or CFO for approval.*

IPSSA, Inc. policy on matching grants: A matching grant fund shall be budgeted by the BORD for assisting individual regions and chapters for community involvement, safety programs, and promoting IPSSA to the public. The spirit of the matching grant is to foster IPSSA promotions by facilitating new ideas from individual members, chapters and regions.

The matching grant funds shall be allocated evenly by region in each given year. In the event that a region does not request funds in a given year, that region's representative may elect to reallocate their portion to the matching grant fund for redistribution. Any redistribution of funds must be approved by the BORD.

The BORD will match, dollar for dollar, up to the budget amount once a matching grant is approved by the regional Board.

Each region shall determine how to use its allotment of funds without BORD approval once it has been approved by the regional Board.

Individual members, chapters and regions of IPSSA in good standing qualify for matching grants.

- Matching grant requests must be submitted in writing to the regional director.
- The regional director shall qualify the request to meet the spirit of the matching grant program.
- The region must approve the grant by either a regional Board meeting, regional Board teleconference, or e-mail ballot, and the results will be posted in the regional minutes.
- The regional director shall then request the funds from the IPSSA BORD president or chief financial officer without BORD approval, as long as the requested amount does not exceed the region's budgeted amount.

The BORD shall review the matching grant program on a year-to-year basis and may elect to increase or decrease the fund in the following year's budget as it fits the need of IPSSA.