

COUNCIL FOR SERVICES PROJECT

A Council for Services Project is one that is designed to provide needed service or information to the members of the Eastern District Association (EDA). Such a project may be in the form of a conference, workshop, seminar, meeting, or printed material. Proposals for projects will be accepted from individual members, Council for Services representatives, state associations, and related educational agencies (with the knowledge of the respective State President).

I. Guidelines and Procedures:

- A. The Council for Services is responsible for making recommendations for the distribution of monies to conduct projects appropriated in the EDA Operating Budget. Requests for funding may be either grant or seed monies.
- B. The final responsibility for administering projects lies with the EDA President-Elect and the Council for Services.
- C. All project plans and requests for funds shall be submitted for approval to the EDA Executive Board by the EDA President-Elect.
- D. The EDA President-Elect must receive 20 copies of the project proposal 30 days in advance of the annual Spring or Summer meeting.
- E. Twenty additional copies of the project application must be brought by the respective State's representative to the Council for Services meeting at the time of consideration.
- F. Project proposals will be considered for funding at the annual Spring and Summer meetings of the Council for Services. Only proposals that contain all required information in the Application for Funding will be considered at these two meetings. No proposals will be considered at the annual Convention meeting of the Council.
- G. Accepted proposals will be presented to the Executive Board for action during the same meeting weekend. For each proposal the Executive Board accepts, the sponsor of the proposal shall be informed about the decision of the Executive Board and sent the necessary grant voucher by the EDA President-Elect, as well as by the proper officer of the Executive Board (in some cases by the EDA President; in other cases by the EDA Executive Secretary who will forward funds or necessary information concerning allocation of funds).
- H. Rejected proposals (by either the Council or the Board) will be returned to the sponsors of the proposals with an explanation for rejection by the EDA President-Elect.

II. Project Planning and Implementation:

- A. A project committee and director should be appointed and designated.
- B. When the project is state-sponsored, that state's representative to the Council for Services should serve as a member of the project committee.
- C. It will be the responsibility of the Project Chair to keep the EDA President-Elect completely informed about the plans, work, and progress of the project committee. The Chair will provide the Council for Services representative with an interim report for the intervening Council meeting, as requested by the EDA President-Elect.

- D. When appropriate, approval by the state association where the project is being conducted shall be sought.
- E. The date and site of a project that includes a conference, workshop, or seminar shall be selected so as not to conflict with state and EDA Conventions or other EDA projects.
- F. Project directors are responsible for publicizing grant to state associations, the *Easterner Express* (see project report), District Alert, EDA officials, Council for Services members, and special interest groups.
- G. All project publicity or information shall note that the project is sponsored or supported in part by the Eastern District Association.
- H. All project procedures (e.g., date, site, finances, conduct, etc.) shall be approved by the Council for Services and Executive Board.

III. Finance:

- A. Projects funded by the Council for Services shall aim to be financially self-supporting through registration fees and/or income, and shall be planned accordingly unless otherwise approved.
- B. Requests for funding may be either seed money or grant money. Seed money is expected to be repaid and must be made a part of the budget of the project. If, for some reason, repayment cannot occur, the reason must be made clear to the Council for Services and Executive Board.
- C. All financial aspects of the project must be approved by the Council for Services and Executive Board.
- D. The tax exempt number of EDA should be used when making purchases. This number can be obtained from the EDA Executive Secretary.
- E. If the project is sponsored by a state association or related educational agency, a copy of its current operating budget must accompany the application for funding.
- F. The project committee shall designate an individual to be responsible for project finances. This person will be responsible for all expenditures and income associated with the project; shall require receipts; operate using request-for-funds forms, and shall, within 30 days of completion of the project, make a full written financial report in quadruplicate. Two copies shall be sent to the EDA Executive Secretary, one copy to the EDA President-Elect and one copy shall be retained for her/his records.
- G. When appropriate, registration fees shall be set by the project committee. Non-association members shall be assessed a higher registration fee than association members.
- H. The EDA/AAHPERD policy regarding reimbursement shall be applied to all project speakers and participants if the project involves a conference, workshop, seminar, or meeting.
- I. Funds for approved projects will only be remitted following strict adherence to stated dates, deadlines, and procedures.
- J. A proportionate share of the project profit, if any, should be returned to the EDA. The returned amount should not exceed that given to the project by EDA.

IV. Criteria for Project Consideration and Funding Approval:

- A. Projects must be submitted at least 30 days in advance for review at the annual Spring or Summer meeting of the Council for Services.
- B. Only project applications which contain all required information will be reviewed.
- C. Adherence to submission deadlines and procedures will be part of the review process.
- D. The amount of time needed to accomplish the stated objectives.
- E. The need for the project topic and its impact upon constituency.
- F. The financial need of the sponsoring association or agency.
- G. Those projects having the greatest impact and/or most widespread influence throughout the Eastern District will be given highest priority.

Council for Services Project Proposal
Application for Funding

- I. Name of Group sponsoring project:
- II. Project objectives (*state in measurable terms*):
- III. Description of project (*must include the following*):
Purpose, targeted population and number of people who will be impacted by the project, procedures and methods, anticipated results.
- IV. Justification of project:
State the need, how results will be utilized, usefulness of similar projects, value to sponsoring organization, potential impact on EDA membership, other pertinent information.
- V. Specific activities to meet objectives in # II. State time line for each activity.
- VI. Personnel:
- A. Name/address of primary person responsible for project (*Project Director*).
 - B. Name/address of all project committee members.
 - C. Name/address of individual responsible for project finances.
 - D. Identification and role of cooperating agencies, if any. Include a written statement of authorization from the cooperating group(s).
 - E. Include a written statement of support and/or knowledge of project from respective State President.
- VII. Financial need:
- A. Include statement of need
 - B. Attach a detailed project budget
 - C. Support for project
 - 1. indicate funds requested from EDA
 - 2. indicate funding from other source(s)
 - D. Attach a copy of the sponsoring and, if pertinent, co-sponsoring agency operating budget for the current year.
- VIII. Name of person or groups assuming financial responsibility for the project (*if group, list the name/address/telephone of the person with primary responsibility.*)

Submitted by: _____

Date: _____

Council for Services Project Proposal *Checklist*

Be sure all the following items are completed and included, where required, in the package to the Council for Services.

- completed application
- 20 copies of project application sent to EDA President-Elect
- copy of agency or state association's current operating budget attached
- letter of support from respective State President attached
- name(s) of designated project director; committee members, and individual responsible for project finances included as required

Send above Project Application with information as required to the EDA President-Elect at least 30 days in advance of the Summer or Spring Meeting of the EDA Council for Services. The following item must be provided to appropriate person in adequate time to bring to meeting as required.

- 20 additional copies of project application provided to Council for Services representative to bring to appropriate council meeting

Items for attention during the project:

- project director keep EDA President-Elect informed of project progress
- project director prepare an interim report to be presented by the state representative at the intervening Council for Services meeting
- financial director keeps all relevant project expenditure receipts

Items for attention at completion of project:

- project director prepares final report as required
- 20 copies of final report are sent or brought to EDA President-Elect (single copy to EDA Executive Secretary) for appropriate meeting of the Council for Services
- copies of final financial report are sent to EDA President-Elect and EDA Executive Secretary
- article about project is submitted to editor of the *Easterner Express* by appropriate deadline date. Copy is sent to EDA President-Elect.

Council for Services Project Proposal

FINANCIAL REPORT FOR STATE PROJECT

	INCOME	EXPENDITURES
Local Funds Available	_____	_____
Grant from EDA	_____	_____
Income from Project	_____	_____
TOTALS:	_____	_____

Was there a profit resulting from this project? YES___ NO___

If yes, a proportionate share of the profit should be returned to the EDA. This should not exceed the amount given to the state project by the EDA.

Balance to be returned _____

Person Making Report _____ Date _____

FINAL REPORT - SERVICES COUNCIL PROJECT

Title of Project: _____

Conducted by: _____ or _____
State *Individual or Committee*

Description of project: (what was done, number of participants, persons assuming leadership, progress made, changes effected, follow-up possibilities, ways this could help other states in the District, were objectives realized, if not - why?)

(Please include any printed material such as publicity or programs or surveys that were a part of the project - all printed material should include credit to EDA for funding assistance.)

Please attach a 100 - 150 word article appropriate for publication in the *Easterner Express*. The summary statement should include a brief description of the grant, outcomes or results of the project, and information that is available to the membership as well as how it can be obtained.

Name of person sending report: _____ Date _____

Address: _____

A written report must be submitted to the EDA President-Elect within thirty days following the completion of the project. All contract stipulations must also be fulfilled at that time. The successful completion of the project and the submission of a report to the EDA shall constitute a termination of the contract agreement, and any obligations pertaining thereto.