

PROGRAM FUNDING AND GRANTS

Program Funding

Funds for programs may be solicited from local industries or agencies to supplement registration and exhibit fees. Available funds may be divided among symposia chairs for distribution, or administered by the Program Chair. The committee's policy regarding what speaker expenses will (or will not) be paid needs to be determined before any speakers are invited, and made known to them at the time the invitation is given.

Payment of an honorarium is strongly discouraged, per ACS Board Regulations; however, the meeting committee can pay for a speaker's travel, meals, and/or registration fee.

You need to notify your meeting planner of your policy regarding complimentary registrations, and to submit a list of those given free registration to ACS preferably before the closing of advance registration. Make sure the reimbursement policy for expenses for any and all speakers is completely understood by symposia chairs and speakers alike.

Speaker Information

Accurate, timely communications with speakers is imperative. Speakers should be told everything they need to know to do a good job, including

- General information about the meeting
- Logistical details about the program, e.g., time allotted for presentations, audio/visual provisions, and room size and set-ups for their presentations
- Information in writing about any financial arrangements for speaker expenses (registration, travel, etc.)
- A contact person should they have questions or concerns

FUNDING MEETINGS & ACTIVITIES

1. Get an early start—budget cycles determine availability of funds.
2. Develop a complete program (theme).
3. Propose credible speakers.
4. Target sponsors whose products are related to the nature of the programming.
5. Identify sources for sponsorship in
 - Industry
 - Government
 - Institutions (Granting)
 - Publishers
 - Professional Societies (Divisions)
 - Foundations

6. Get contact names
 - No blind letters - Know your contacts & identify specific persons.
 - Follow up by telephone.
 - Nurture personal contacts.
 - Be persuasive and persistent - Follow up.
7. Convince sponsors of project's financial viability.
8. Assure sponsors that strong attendance is expected - provide history of the region's meetings.
9. Link sponsorship to exhibitions/exhibitors—include in announcements.
10. Give sponsors acknowledgement in the program and/or mobile app.
11. Acknowledge support in publicity, publications, signs, and mobile app.
12. Offer free advertisement space in program book and/or mobile app.

Some Suggested Areas to Contact:

Publishing Companies
 American Chemical Society
 Academic Press, Inc.
 Marcel Dekker, Inc.
 Elsevier Science Publishing Co., Inc.
 Macmillan Publishing Co., Inc.
 Springer – Verlag NY, Inc.
 CRC Press, Inc.
 Technomic Publishing Co.

Other Potential Sponsors:

American Chemical Society Divisions
 Committee on Science
 National Science Foundation (NSF)
 National Institute of Health (NIH)
 Agricultural Research Service (ARS)
 Foundation for Microbiology
 The Gerber Companies Foundation
 Olin Corporation Charitable Trust
 The Pfizer Foundation, Inc.
 Petroleum Research Fund
 Industries in the region

GRANTS

The American Chemical Society offers a number of grants to which regional meetings can apply. Some are listed below. Search for “grants” on chemistry.org for other sources.

ACS Innovative Project Grants for Technical Divisions and Local Sections

One of the purposes of these grants is to promote division and local section interaction. Divisions and local sections could thus receive funding that can be used for regional meetings. Local sections are able to receive up to \$3,500 per application and divisions can receive up to \$7,500 per application. Descriptions and guidelines for these grant programs can be found in the reference material in this manual or at www.acs.org/localsectionipg for Local Sections and www.acs.org/divisionipg for Divisions.

Undergraduate Programs (Student Members of ACS)

The Undergraduate Programming at Regional Meetings Grant supports [ACS student chapters](#) with coordinating undergraduate events and activities. ACS student members have an opportunity to develop professional and leadership skills by planning scientific programming at [technical regional meetings](#).

A maximum of 10 ACS student chapters are eligible to receive grants of up to \$2,800 to develop programs at their respective ACS regional meeting. Only one grant per meeting will be awarded. The award covers programming expenses and publicity.

Letters announcing the grants are sent in August of the year preceding the meetings. Deadlines for proposals for the spring and fall meeting are generally the end of October respectively.

Grants will only be awarded to SMACS that are active. That status requires that the chapter submit an annual report within the last three years; the chapter has a faculty advisor, and has at least six paid members of ACS. Note: the proposals MUST come from the SMACS and not the program chair or SM advisors. A sample application can be found in the ACS Programs section of this manual. For more information or current application, contact Benjamin Hall @ undergrad@acs.org.

Committee for Environmental Improvement Mini-Grant Program

CEI runs a ‘mini-grant’ system to make (as the name would imply) small grants to local sections to support environmentally-related programming. Information about mini-grants is available [online](#).

SAMPLE LETTER FOR CONTRIBUTIONS OF \$250 OR MORE
TO A LOCAL SECTION FOR A REGIONAL MEETING

[Date]
[Name]
[Title]
[Organization]
[Address]

Dear [recipient]

On behalf of the American Chemical Society (ACS), thank you for the funding from [Name of individual, company, or foundation] to the [name of section] Local Section to Support the [name of regional meeting]. We received \$[amount] on [date].

Regional meetings bring chemists together to provide technical programming to local audiences through symposia, professional development workshops, and poster sessions for academic, government and industrial chemists. They also present programs for graduate and undergraduate students, and high school teachers. Regional meetings provide a network for meeting and interacting with colleagues and offer opportunities to recognize outstanding achievements by chemists in the local area.

Please keep this letter as a receipt for your gift of [amount]. Contributions to ACS are tax-deductible. ACS is designated by the Internal Revenue Service as a tax-exempt organization as defined in Section 501©3 of the IRS code. No goods or services were provided in exchange for this charitable contribution to ACS.

Again, thank you for the contribution.

Sincerely,

[Local section or appropriate person]