

Friends of Mineralogy Support of Activities

Timeline and Procedure for Funding Activities

July 1: Start of Funding Year. FM President notifies not-for-profit mineralogical organizations of availability of funds to help sponsor symposiums and other related activities or projects and instructs those interested to apply for funds by letter (or email) to the FM President by October 31. The application shall be for funding during the 12-month period beginning July 1 of the **following** year.

Included in the application shall be the name of the organization, a description and history of the upcoming event or activity, the date(s) and duration, expected attendance, the amount and proposed use of the funds, any special circumstances justifying the request, and proof of the organization's not-for-profit [501(c)(3)] status. Deadlines for applications shall be October 31.

October 31: Applications forwarded to activity-support Selection Committee for review. Selection Committee accepts only those applications that meet the selection criteria set forth by the Executive Committee.

January 1: Determination of level of support. Executive Committee determines maximum amount of funding to be recommended for disbursement to qualified applicants during the Funding Year and informs Selection Committee of the amount.

Ranking of requests. Selection Committee prepares a ranking evaluation request for each Board member to evaluate and the Selection Committee chair person sends this request to each Board member by email. The

evaluation will list **all** qualified applicants, and each Board member will be asked to rank the applications in order of their preference, with a “1” being the most preferred. Once complete, each Board member will return their request ranking by email to the Selection Committee members.

Mid-February: At the annual Board meeting, the Selection Committee Chair will present the Selection Committee’s results and recommendations to the Board. It will then be up to the Board to vote to approve the recommendations as is, or modify them with amendment(s). The successful (and unsuccessful) applicants will be notified as soon as possible following the Board meeting. Funding will be provided to the successful applicants prior to the beginning of the succeeding Funding Year.

June 30: End of Funding Year.

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Guidelines for Selection of Recipients

- Applicants must have 501(c)(3) not-for-profit status.
- Applicants should apply for funding by submitting a written request by letter (or email) to the FM Executive committee by October 31. The

application shall be for funding during the 12-month period beginning July 1 of the **following** year. Included in the application shall be the name of the organization, a description and history of the upcoming event or activity, the date(s) and duration, expected attendance, the proposed use of the funds, any special circumstances justifying the request, and proof of the organization's not-for-profit [501(c)(3)] status.

- Except under special circumstances, funding will not be provided to FM chapters.
- The maximum amount funded for conferences and symposia will be \$200 per day, up to a maximum of \$600 for three days or more.
- All applicants satisfying the above criteria shall be listed on the ranking evaluation request provided to each Board member.