

## **Friends of Mineralogy Support of Activities**

### **Timeline and Procedure for Funding Activities**

#### **Definitions:**

**Executive committee – President, Vice-president, Secretary, and Treasurer.**

**Selection committee – three appointed members with a committee chosen chairman**

#### **February 1-December 31 Receiving requests:**

Start of Funding Year. FM President via the FM website 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 and chairman of the selection committee as noted on the FM website prior to December 31. The application shall be for funding during the 12-month period beginning February 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.

#### **December 31 to February 1 listing, ranking and recommending request**

Selection Committee reviews. The Selection Committee accepts all applications and reviews them by the selection criteria set forth by the Executive Committee. Rejected applications are still evaluated and passed on to board members.

Ranking of requests. The Selection Committee ranks in sequential order by their preferences, the funding requests for all Board members to inspect. The Selection Committee chair person sends this ranking with their recommendations (both qualified and un-qualified) to all Board members by email. The evaluation will list all applicants, qualified and unqualified, and each Board member will be asked to rank the applications in order of their preference, with a “1” being the most preferred. Rejected requests by Board members will be signified by “R.” Once the ranking is completed, each Board member will return their ranking preferences by email to the all Selection Committee members. Non-voting Board members are treated as abstaining.

Determination of level of support. After the Executive Committee reviews the results of the Boards preference voting, they will recommend the total maximum amount of funding for disbursement as a lump sum for all requests and recommend each request’s individual amount. These recommendations will be emailed/mailed/phoned/text message to all Board members prior to the February business meeting. The Selection committee can recommend different amounts than what the Executive committee recommends.

**February 1,** End of Funds that were approved at the previous meeting.

**Mid-February Business meeting:**

At the annual Board meeting in Tucson, 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 as is feasible soon thereafter.

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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 and chairman of the Selection committee by December 31. The application shall be for funding during the 12-month period beginning February 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 shall be listed on the ranking evaluation request provided to each Board member.
- Applicants are recommended but not required to provide to FM National for posting on their website as advertising a pdf document with information about their symposium, symposium agenda when

known and symposium abstracts, and speakers biographies if available and allowed.