



National Association for
College and Admission Counseling

IMAGINE GRANT PROGRAM GUIDELINES



- ♦ you had a grant to connect with more than 4,000 colleagues
- ♦ you had a grant to provide transportation for underserved students to go on a college tour experience
- ♦ you had a grant to send new school counselors to professional development workshops

NACAC provides Imagine Grants to offer financial support to individuals or NACAC affiliates who assist students in the transition to college. These grants are intended to provide assistance to individuals who might otherwise be unable to participate in professional development opportunities or to implement a new innovative program. Projects and programs funded by an Imagine Grant should serve as a role model to the profession. The NACAC Affiliates Presidents Council appoints an Imagine Grant Committee to oversee the program.

Types of Grants

Professional Development Grants

Provide financial support for individuals who might otherwise be unable to attend NACAC and Affiliate professional development programs. The typical professional development award does not exceed \$800 and may not meet the full amount requested.

Special Project Grants

Provide support for innovative projects that serve our profession or our students. Special Projects may include, but are not limited to, new professional development workshops, advocacy programs, and seed money for new publications. These grants may be awarded to an individual or a NACAC affiliate. The typical special projects award does not exceed \$1,000 and may not meet the full amount requested.

Eligibility

- ♦ Applicants must assist students in the transition to college.
- ♦ Affiliate associations may request funds to support innovative local programs to serve the profession and/or students.
- ♦ Applicants who design a new program, new initiative or first-timer attendee of a professional development activity are encouraged to apply. In very rare cases will grants be awarded for the same purpose to the same individuals /affiliates more than one time.
- ♦ Applicants must be a member of their affiliate association.
- ♦ Multiple applications are encouraged within a single affiliate.

Application requirements

- ♦ Applications must be submitted using the online application system at www.nacacnet.org/imaginegrants.
- ♦ Grant applications must be submitted by midnight on December 1
- ♦ Late applications will not be considered.
- ♦ Although multiple applications may be submitted, only one person per institution may be awarded a grant for a specific professional development activity
- ♦ Shortly after December 1, Affiliate Presidents will be contacted by NACAC to verify applicant's affiliate membership and to provide a priority ranking for all applications from their association

Agreement

All grant applicants must agree to do the following no later than November 1 of the year during which the grant has been funded:

- ♦ Use the grant by November 1.
- ♦ Provide a detailed description of how the funds were used and outcomes achieved by November 1.
- ♦ Submit a detailed expense report and receipts by November 1 using the [NACAC Expense Reimbursement Form](#).

Application Content

Application materials are available at www.nacacnet.org. Grant applications must include:

- ♦ A detailed description of the need the grant will satisfy.
- ♦ An action plan outlining how the grant will be used.
- ♦ An outreach plan for recruiting and funding participant(s).
- ♦ A complete budget—applicants are encouraged to also seek additional funding from their home institution, affiliate organization and/or other sources and include that information on their application.

Funding:

The goal of the grants committee is to spread out the funds available to provide opportunities to serve as many people and projects as possible. Therefore, applicants are encouraged to seek additional funding to supplement the grant (see selection criteria).

- ◆ **Membership Dues** for either NACAC or affiliate membership.
- ◆ **Registration Fees**, travel, lodging (double occupancy) and conference fees related to attendance at NACAC and affiliate professional development programs including annual conferences. Meals or other expenses may not be included.
- ◆ **Expenses associated** with the development and implementation of special projects such as design, printing and postage, event expenses such as food, venue rental and audio-visual equipment, transportation, etc. Funds will not be provided for personnel expenses.

Selection Criteria:

Priority will be given to applicants who meet the following criteria:

For Professional Development

- ◆ The application is complete, detailed and thoughtful.
- ◆ The application provides a detailed plan for the use of the funds.
- ◆ The applicant has sought additional funding or matching funds from other sources.
- ◆ Applications which come from individuals or groups that have not received NACAC funding in the past.
- ◆ Grant requests which provide assistance to underserved constituencies.
- ◆ The potential positive impact to the recipient(s) and the number served by the grant.
- ◆ Applications for GWI (Guiding the Way to Inclusion) or to the National Conference may estimate costs if program

details have not been published by the December 1 deadline. (See cost estimate information on NACAC website.)

- ◆ Applicants who request funds to attend the National Conference should have previously attended an affiliate annual conference.
- ◆ Recipients of funds to attend the National Conference will be required to volunteer for a shift at the registration booth or another volunteer area (a member of the host city will contact recipients regarding volunteering). The recipient is encouraged to attend the first-timer session.

For Special Projects

- ◆ The application is complete, detailed and thoughtful.
- ◆ The application provides a detailed plan for the use of the funds.
- ◆ The applicant has sought additional funding or matching funds from other sources.
- ◆ The application includes detail about sustainability of project or program in future years.
- ◆ Grant requests which provide assistance to underserved constituencies.
- ◆ Programs or projects which could be easily replicated in other affiliates.
- ◆ The potential positive impact of the recipient(s) and the number served by the grant.
- ◆ Applications which come from individuals or groups that have not received funding in the past.

Grant Reimbursement Procedures

Grant funds will be reimbursed after they are spent. If funding (such as conference registration expenses) is required in advance of expenditures, the grantee (or the affiliate treasurer) may request an advance by using an [NACAC Expense Reimbursement Form](#).

After the funds have been spent and after the conclusion of the program or project (but no later than November 1), the grantee must submit an [NACAC reimbursement form](#), receipts, and the [Imagine Grant Report Form](#) to NACAC, or through their affiliate treasurer if requested by the affiliate.

Grant Timetable:	
December 1	Application deadline
Early/Mid January	Committee reviews and selections are made
Early February	Applicants (and their affiliate presidents) are notified.
November 1	Grant Recipient Report, Expense Report and receipts due at national office.