

## **APEGNB Branch Funding Policy (adopted by Council October 2024)**

### **1. Purpose**

*This policy outlines the process and criteria for the five APEGNB branches to apply for additional funding throughout the year to support professional development and other activities aligned with APEGNB's mandate.*

### **2. Eligibility Criteria**

To be eligible for additional funding, branches must:

- Demonstrate that the proposed activity or event supports APEGNB's mandate to advance and maintain the standard of professional engineering and geoscience carried on in New Brunswick, govern and regulate members offering services as professional engineers and geoscientists and provide for the interests of the public and the professions.
- Demonstrate alignment with the CPD Guidelines (where applicable).
- Provide a detailed budget and justification for the additional funding.

### **3. Application Process**

- **Submission:** Branches must submit a formal application to the APEGNB office using the designated funding request form to [info@apegnb.com](mailto:info@apegnb.com).
- **Deadline:** Applications can be submitted at any time throughout the year but must be received at least 60 days prior to the proposed activity or event.
- **Required Documentation:**
  - Description of the activity or event.
  - Detailed budget, including all anticipated expenses and other sources of funding.
  - Explanation of how the activity or event supports APEGNB's mandate.
  - Timeline for the activity or event.

### **4. Review and Approval**

- **Initial Review:** APEGNB staff will conduct an initial review of the application to ensure all required documentation is provided. A decision will be made in consultation with the Past President who serves as the Volunteer Branch liaison.
- **Evaluation Criteria:** Applications will be evaluated based on:

- Alignment with APEGNB's mandate.
- Professional development that meets the CPD Guidelines.
- Opportunities for member engagement.
- Potential for sharing the activity with other branches (virtually or by invitation).
- Financial feasibility and budget accuracy.
- **Approval Process:** APEGNB staff will make the final decision on funding approval. Branches will be notified of the decision via email within 30 days of application submission.

## 5. Funding Allocation

- **Disbursement:** Approved funds will be disbursed to the branch within 15 days of approval.
- **Use of Funds:** Funds must be used solely for the approved activity or event.

## 6. Reporting and Accountability

- **Post-Event Report:** Branches must submit a post-event report within 30 days of the activity or event, including:
  - Summary of the activity or event.
  - Actual expenses incurred.
  - Outcomes and impact on professional development.
- **Financial Accountability:** Branches must maintain accurate financial records and may be subject to audit by APEGNB.

## 6. Policy Review

This policy will be reviewed annually by APEGNB Council.

## 7. Contact Information

For any questions or further information regarding this policy, branches can contact the APEGNB Office at [info@apegnb.com](mailto:info@apegnb.com).

## APEGNB Branch Funding Request Form

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**Branch Name:**

**Contact Person:**

- **Name:**
  - **Position:**
  - **Email:**
  - **Phone Number:**
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### 1. Activity/Event Details

- **Title of Activity/Event:**
  - **Date(s):**
  - **Location:**
  - **Description:**
    - Provide a brief description of the activity or event, including objectives and expected outcomes, as well as intended audience.
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### 2. Alignment with APEGNB Mandate

- **Explanation:**
    - Describe how this activity or event supports APEGNB's mandate.
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### 3. Budget Details

- **Total Amount Requested:**
  - **Detailed Budget:**
    - Itemize all anticipated expenses (e.g., venue rental, speaker fees, materials, catering, etc.).
    - List any other sources of funding or sponsorships.
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#### 4. Timeline

- **Key Dates:**
    - Provide a timeline for the planning and execution of the activity or event.
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#### 5. Additional Information

- **Supporting Documents:**
    - Attach any additional documents that support your funding request (e.g., event program, speaker bios, promotional materials).
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#### 6. Declaration

- **Signature:**
    - I hereby declare that the information provided in this application is accurate and complete to the best of my knowledge.
    - **Name:**
    - **Signature:**
    - **Date:**
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#### Submission Instructions:

- Submit this form and all supporting documents to the APEGNB office at [info@apegnb.com](mailto:info@apegnb.com).
  - Ensure the application is submitted at least 60 days prior to the proposed activity or event.
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#### For APEGNB Use Only:

- **Date Received:**
  - **Application Complete:** Yes / No
  - **Reviewed By:**
  - **Decision:** Approved / Not Approved
  - **Amount Approved:**
  - **Comments:**
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