

# PLANNERS NETWORK EVENT FUNDING GUIDELINES

Planners Network (PN) provides funding for PN chapters to organize events that engage the local community in issues of progressive planning. These guidelines explain how to complete the funding application form and apply for funding.

## Who Is Eligible to Apply

The applicant must be a member of Planners Network and apply on behalf of a Planners Network chapter.

## Completing the Event Funding Form

### *Basic Information*

For event location and time, include as specific information as possible. If location and time are not yet finalized, give your best estimate and send any later changes or updates when known.

### *Event Description*

For question 2, include brief information about who is organizing the event and the nature of the event expenses (e.g. copying 100 flyers at 5 cents each, renting microphones and video projector for \$20)

### *Budget*

- All costs should be listed in US\$.
- PN contributions may not exceed \$250 US.
- Use of other funding sources or in-kind (donated) contributions is viewed favorably. In-kind contributions (e.g. free use of room space, complimentary AV equipment) should be included in the "Other sources/in-kind" column as *estimated dollar amounts*, representing what the item would have likely cost had it not been donated in-kind.
- Support is not normally given for expenses other than those listed, but any additional expenses should be included on separate budget lines in the "other" category.

Please submit your form as an attachment via email to [chapters@plannersnetwork.org](mailto:chapters@plannersnetwork.org). In addition, please attach electronic versions of any flyers or other documents related to the event.

## The Funding Process

Applications are evaluated according to the extent that the event:

- Promotes critical discussion of planning issues and encourages local action.
- Publicizes Planners Network and the local chapter.
- Builds the membership and capacity of the local group.
- Is implemented in the most cost-effective manner possible.
- Is open, inclusive and accessible to diverse participants.
- Helps the local chapter develop connections with other progressive organizations.

Funding applications are considered throughout the year, and normally applicants can expect to receive within two weeks an indication of how much funding will be awarded.

The amount of available funding is limited, but Planners Network will make every effort to meet applicants' needs. In some cases Planners Network may request that the funding application be revised before it is accepted.

Applicants must submit a brief post-event report in a form suitable for posting on the Planners Network website. Receipts from event expenditures should be saved and submitted with this report.

For more information, contact [chapters@plannersnetwork.org](mailto:chapters@plannersnetwork.org)