



# IIDA CATALYST GRANT

# FAQ

## What is the purpose of the Catalyst Grant?

The Catalyst Grant program funds projects that move our chapters forward, enriches our organization, and promotes the Association's mission of advancing excellence in interior design.

### How can my chapter use the Catalyst Grant?

Your chapter can apply for a grant to fund any program that enriches your chapter. Grant funds should not be used as general operating dollars, or for any project or program outside of which you originally applied.

### What kind of projects can we pursue?

The seven categories of projects are membership, education, branding, leadership, general yearly substantive tasks (GYST), advocacy, and EDI. These categories are merely guidelines meant to spark ideas of how to advance your chapter's ability to grow. Chapters can pursue whatever project is suited for their unique needs. Whether that's running a member recruitment drive, bringing in a speaker series, sending Chapter Board members to a leadership development program, or creating new branding collateral.

### What types of Advocacy projects and programs are eligible for the Catalyst Grant?

The Catalyst Grant can be used to fund non-lobbying advocacy activities only. Any projects related to direct lobbying are now handled through the Consortium for Interior Design. Since its formation, IIDA, ASID, and CIDQ have equally contributed to the funding of direct lobbying efforts, so these activities should be directed to the Consortium rather than through the Catalyst Grant.

### How will my chapter be held accountable for the Catalyst Grant money?

Grant money will be disbursed in two installments, each comprising half the amount of the approved grant. Chapters that are awarded money will receive the first half of the disbursement by the end of January. Chapters will be required to submit a brief mid-year report detailing their progress towards a stated goal and any variance from the intended budget by June 1. Finally, at the conclusion of your project chapters will be responsible for an end of program report.

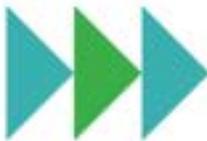
### Will my Chapter be able to defer our Grant?

No. The Catalyst Grant award is to be used in the year it is awarded. Deferring projects to the next year will not be permitted. Any monies that are not utilized for an incomplete project will need to be returned to IIDA HQ. Projects will be considered closed once a Chapter informs HQ that they will not be able to complete it in that year. Chapters will still be responsible for an End of Program Report. Chapters may resubmit an application for an incomplete project the following year, however, the amount of that grant cannot surpass the difference in the original grant request.

### Where will the application be hosted?

It will be hosted on the Open Water platform, like the Chapter Awards.





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## **What information will be required for the application?**

For any potential grant project, chapters will need to provide the amount of money requested, the category of the request, a short narrative on the purpose of the project or event, at least one measurable goal of the project, an anticipated timeline of execution of the project, and an estimated quarterly budget.

## **What should we do if we are unable to estimate the cost of a project or event?**

IIDA Headquarters staff will work closely with you throughout the application process to develop a reasonable budget and timeline for grant projects. Part of this development will include facilitating information sharing between chapters so that applicants can put together a reasonable budget.

## **How and when will the funds be disbursed to my chapter?**

The first half of grant funds will be disbursed by the end of January by direct deposit to the chapter bank account. The second half of the grant funds will be reimbursed via direct deposit into the chapter's account after receipt of the End of Program Report. All receipts must be submitted with the End of Program Report to receive reimbursement.

## **Can my chapter submit any additional information?**

Yes, chapters are able to submit additional information to the evaluating committee.

## **Who will determine if my chapter receives a grant?**

An evaluating committee of former and current chapter leaders will review the applications and determine disbursement amounts.

## **Will my chapter be able to receive feedback from the evaluation committee?**

Yes. The evaluation committee may give feedback or answer additional questions, however, all feedback will be at the discretion of the committee.

## **How will project information be shared with chapters?**

Project information will be shared during the grant process by the Headquarters staff liaison. As projects begin to be implemented, chapters will be asked to present on them to the Chapter Leadership Council (CLC).

## **How many times can my chapter apply for the Catalyst Grant per year?**

Chapters may submit one application with one project to be funded during each grant cycle.

## **Is this an annual grant program?**

Yes.



# IIDA

# TERMS & CONDITIONS

## Purpose of Catalyst Grant Program

With regional needs so varied, IIDA Headquarters created a program to support IIDA chapters with additional resources to provide meaningful local programming and new initiatives. We want to fund programs that drive our chapters forward, enrich the organization, and promote our mission of advancing excellence in interior design. The IIDA Catalyst Grant is designed to spark growth and provide the resources to bring chapter goals to fruition.

## Grant Application Funds

Chapters receiving a Catalyst Grant will receive the first half of their disbursement at the beginning of the year, or as soon as is practical following application evaluations. Chapters will be required to submit a mid-year report detailing their progress towards their stated program goal and their adherence to their submitted quarterly budget. Submission of the mid-year report is required in order for the disbursement of the second half of the funds.

IIDA Headquarters reserves the right to review any and all financial reports provided by the chapter as a basis for evaluating the Catalyst Grant going forward.

## 1. Scope of Funding

- a) Any and all grant funds allocated to the chapter may only be used for the activities and project outlined in the chapter's application. Any funds granted under this program are not to be used for any chapter purpose that is not explicitly outlined in the application.
- b) Any and all grant funds allocated to the chapter may only be used by the chapter. The funds are non-transferable to any other organization.

## 2. Financial Provisions

- a) Financial benefits under this grant program are limited to those described in the Grant Award Letter sent to the chapter and these terms and conditions. No additional funds will be provided beyond the amount listed in the Grant Award Letter. The fixed sum payment indicated will not be changed after the issuance of the grant.
- b) Catalyst Grant projects must be completed no later than December 31 of the year they were funded.

## 3. Grant Obligations

- a) The execution of capacity-building activities as described in the grant application is required. It is expected that chapters who have been allocated funds under this grant program utilize all grant funds for strictly that purpose, and it is the responsibility of the chapter to continue to

pursue their primary or secondary grant objectives to the best of their ability. Any activity that is found to deviate from this provision, or does not conform to the IIDA's policies and procedures, violates the conditions of the grant and action will be taken against the chapter, at the discretion of IIDA Headquarters.

- b) Reports: The chapter is required to submit periodic and final (semiannual and annual) reports as specified by IIDA Headquarters, demonstrating compliance with grant guidelines and fulfillment of their obligations as outlined in their application. Reports must show demonstrated progress on the part of the chapter and should include sufficient evidence to that effect. All final/annual reports are expected to be filed with IIDA Headquarters no later than the end of the grant period to ensure compliance with these terms and conditions and to guarantee consideration of the following years.

## 4. Revocation, Termination, and Suspension of Grants

- a) Upon approval by IIDA Headquarters, acceptance of grant funds by the chapter constitutes a contractual agreement between IIDA Headquarters and the chapter's Executive Board. Catalyst Grants under this program are subject to revocation, termination, and suspension by IIDA Headquarters if deemed necessary to force compliance with the terms and conditions of the program.