

THE 2016 JAMES H. BRADLEY PRSSA GRANT
Sponsored by the Yankee Chapter PRSA

The James H. Bradley PRSSA Grant supports active Public Relations Student Society of America (PRSSA) chapters, associated with the Yankee Chapter of the Public Relations Society of America (Yankee PRSA). Grant funds of up to \$500 are available to all chapters seeking financial support aimed at creating professional development opportunities and strengthening the chapter's goals and initiatives in 2016.

Eligibility

Grant requests may only be submitted by active Public Relations Student Society of America (PRSSA) chapters supported by the Yankee PRSA chapter. This includes chapters that exist in Maine, New Hampshire and Vermont only.

Grant requests may vary but be no more than \$500. Each PRSSA chapter may submit only one grant request per calendar year. Grants may be requested to cover expenses for the following items (this list is not all inclusive):

- o Travel expenses for the PRSSA national conference
- o Financial support for a professional development event
- o Financial support for a chapter event/fundraiser

Awarding of grant funds

Funds will be awarded on a first-come, first-serve basis. All eligible PRSSA Chapters will be notified of the grant availability in January 2016. **Please note:** Grant requests may be only partially funded, based on availability and request, at the discretion of the Yankee Chapter PRSA Board of Directors. Please allow up to 6 weeks to process the grant request.

Use of grant funds

Grant funds awarded must be used for the purpose specifically stated in the award application. Any funds unused, for any reason, must be returned to the Yankee Chapter PRSA to be placed back in the grant pool. The PRSSA Chapter that received the grant funds must notify the Yankee Chapter PRSA of the amount of any funds not used, within 30 days of the occurrence in which funds were to be applied. The PRSSA Chapter will receive direction as to how to return funds once that notification has been received.

An official Grant Application form must be

- Completed by the PRSSA Chapter as directed, signed by the Chapter President, and then signed by a faculty member or PRSSA Adviser.
- The entire application must be mailed or emailed to Yankee Chapter PRSA, and must arrive (not simply be postmarked) by the application deadline. Copies may be front and back.

The completed form must be accompanied by

- A letter of confirmation from the PRSSA Adviser.

The application materials

- Must be typed.
- May not contain any information or documents other than those specified above.
- Should be carefully reviewed for typos, spelling and grammar. Applications with excessive errors will be automatically disqualified.

Send all application materials to:
James H. Bradley Memorial PRSSA Grant Request
The Yankee Chapter PRSA
53 Regional Dr., Suite 1
Concord, NH 03301
Or, grants@yankeepsra.org

Requests will be considered using the following criteria:

- Proposed use of funds.
- Active status of PRSSA chapter.
- Confirmation of PRSSA advisee.

Questions: Send questions or comments to grants@yankeepsra.org.

THE 2016 JAMES H. BRADLEY MEMORIAL PRSSA GRANT
Official Proposal Form
Deadline: December 31, 2016

Proposal must be typed. Submit proposal materials to:

James H. Bradley Memorial PRSSA GRANT
The Yankee Chapter PRSA
53 Regional Dr., Suite 1
Concord, NH 03301
Or, grants@yankeepsra.org

PRSSA Chapter _____

PRSSA Chapter School _____

PRSSA Chapter School Address _____

City _____ State _____ Zip _____

Phone (_____) _____ E-mail: _____

PRSSA Chapter Officers:

President _____ Email Address: _____

Vice President _____ Email Address: _____

Treasurer _____ Email Address: _____

Secretary _____ Email Address: _____

PRSSA Adviser Name _____

PRSSA Adviser School or Company _____

City _____ State _____ Zip _____

Phone (_____) _____ E-mail: _____

We certify that the information provided in the proposal submitted by this chapter is accurate to the best of our knowledge.

PRSSA Chapter President Signature _____ Date _____

Adviser Signature _____ Date _____

PRSSA Chapter Name _____

Describe the purpose of this request, include details of event and breakdown of expenses that will be incurred:

If the grant request is for only a part of the entire expenses incurred, describe the plan for efforts to cover that additional expense.