

Zonta International District 2 Organization, Membership and Classification Grant Application Guidelines

The Zonta District 2 Board, in an effort to support club initiatives to recruit new members and rejuvenate their club, is giving clubs the opportunity to request a grant to fund an event(s). A grant for Organization, Membership and Classification (OMC), with a value up to \$200, is available to clubs with a membership of less than 20.

Clubs must meet the following criteria:

1. **Number of Members:** A club must have less than 20 members to be eligible for an Organization, Membership and Classification (OMC) grant.
2. **Membership Plan:** A detailed plan for both recruitment and retention must be submitted with the OMC grant application.
3. **OMC Grant Application Form:** The club president will submit an OMC Grant Application Form, at least 60 days prior to the event to the Area Director. The application will be reviewed by the Area Director and forwarded to the Lieutenant Governor for review and approval, who will ultimately present the application to the Governor for final approval.
4. **Funding:** Funds may be used for a 'Local Recruiting Event' for potential new members. Club expenses for an approved event will be reimbursed, up to a maximum of \$200.
5. **Documentation:** Within 30 days after the event, the club will submit receipts for the event expenses with a copy of the approved OMC Application Form to the District Lt. Governor. Upon approval of the expenses, the form will then be sent to the Governor for additional approval. It will then be forwarded to the District Treasurer for club reimbursement of approved expenditures up to \$200.
7. **Grant Frequency:** A club may request grant assistance annually with a limit of \$200 per club. **Grant approval is not automatic** and will be based on the need of the club, adequacy of the club's OMC Plan, and availability of funding. A district-subsidized membership event is considered a "start-up" event.
8. **District Representation:** The club will invite the Area Director or a representative from the Zonta District 2 Board to the planned event funded by the grant. A past District 2 Governor or Past International Board Member may also represent the District. Where feasible, the club will host the District Representative in a Zonta member's home to eliminate this expenditure. The Zonta District 2 Board will pay other travel expenses for the District Representative to attend the 'Local Recruiting Event'.

District assistance will not be repeated, once the membership of the club exceeds 20 or unless otherwise approved by the Lieutenant Governor or Governor. Recruitment is a club function and clubs should budget for this expense, if possible. Other membership related expenses incurred by a District Representative for planning or guidance purposes may be reimbursed at the discretion of the Governor.

Zonta International District 2

Organization Membership & Classification Reimbursement Form

Detailed Event Plan

Club: _____ **Area:** _____

Completed by: _____ **Date:** _____

Event Date:	Event Location:
Event Type or Name:	
Description of Event:	
List Plan for Recruitment and/or Retention at this event: (include information on other events planned)	
Estimated cost for this event: Please provide a detailed list of estimated expenditures. (i.e.: room rental costs, supplies, materials, etc.)	
State goals for this event and possible outcomes anticipated:	
List club plans for other events:	

Event Approvals

Note: A detailed OMC Grant Application Form of the plan for recruitment and retention will be completed and forwarded to the Area Director and Lieutenant Governor for their approval prior to any reimbursement for the above 'events', as applicable.

Area Director: _____ **Date:** _____

Lieutenant Governor: _____ **Date:** _____

Governor: _____ **Date:** _____

Zonta International District 2

Organization Membership & Classification Reimbursement Form

Club: _____ **Area:** _____

President: _____

Home: _____ **Work:** _____

E-mail: _____

Reimbursement for our club is requested for the following event (please check one):

‘Local Recruiting Event’

Membership (Recruitment and Retention) planning

Other Event (please list type) _____

Event Name: _____

Date of Event: _____

Total Actual Expenses for the Event: _____
(Please attach list and receipts)

Total Reimbursement Requested: _____

President’s Signature: _____ **Date:** _____

Reimbursement Approvals

Area Director: _____ **Date:** _____

Lieutenant Governor: _____ **Date:** _____

Governor: _____ **Date:** _____