



ARRL Division Convention Grant Program Checklist and Application

Before submitting the application below, please ensure all items on the checklist have been completed.

Checklist

- This event is designated as the Division Convention for the year that you are requesting the grant, and for the two years following the grant. If the event is being supported as a rebuilding, the event must be designated as the Division Convention for the year following the grant year.
- The scope of this event targets amateur radio and can provide some potential overlap with other radio services or adjacent spaces (e.g., computers, networking).
- At least 500 attendees are expected.
- Demonstrated need for this grant will be clearly documented in the application, and the grant request does not exceed \$25,000. Years 2 and 3 can also be considered for additional grant support but new grant applications must be submitted, and the total for all years combined cannot exceed \$25,000.
- This application will be reviewed and approved by the Division Director before submission, and the Director agrees that all ARRL-sanctioned convention obligations, as defined within the program guidelines, will be met.
- Financials from previous years will be attached to the application, and demonstrate the plan to return to at least breakeven within the grant year and 2 years following.
- This event has not yet happened. (Grants are intended to be used in advance of the event. Consideration can be made after an event has been held and lost money depending on event financials clearly illustrating the revenue and expenses leading to the loss.)
- Event includes a forum track, including an ARRL Forum to be attended and led by the Division Director or Vice Director. The ARRL Forum will be held at a time and in a manner agreed upon by both ARRL HQ and the event organizer.
- Event provides ARRL HQ with a booth, free of charge, in a location and size agreed upon by both ARRL and the event organizer.
- Event will include rosters of the organizer committee and event volunteers that can support the successful operation of the event.

**ARRL Division Convention Grant Program
Application**

Name of Event: _____

Sponsoring Radio Club (if applicable): _____

Date(s) of Event: _____ Expected Attendance: _____

Address of Event/Venue: _____

City: _____ State: _____ Zip: _____

Contact Person for Event: _____ Call Sign: _____

Contact Title (ABC Club President, Event Chair, etc.): _____

Contact Email address: _____

Contact Phone Number: _____

Amount of grant requested: \$ _____

Division Director Name: _____ Call Sign: _____

Signature of Division Director: _____

The following attachments are needed:

- Written summary of why the grant is needed. Include the history of the event.
- Financials from event's previous years (include at least 2 years).
- If financials show a loss, a plan must be attached to demonstrate how to at least breakeven.
- Proposed convention agenda and forum track (themes, topics, etc.).
- Roster of the organizer committee
- Roster of event volunteers

The ARRL Foundation requests that applications be submitted at least four months prior to the scheduled event if possible.

To submit this application and attachments, please email to foundation@arrl.org or fax to 860-594-0259.

Please email any questions to foundation@arrl.org.

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