



Request for Special Project Funds

Please complete information in this form to accompany information required in application instructions.

Committee/Section Name:		
Address (address, city, state, zip):		
Website:		
Office and Cell Phone Nos.:		
Contact Person:		
Contact Email:		
Project Name:		
Dollar Amount of Request & Date Needed: <i>(Budget must be attached.)</i>	\$	Date:
Short Description of What Funds will be Used For: <i>(Submit attachments as necessary.)</i>		
How does this support the Goals of Division 12 as a whole?		
Other Funding Sources for Project (if any): <i>(Submit attachments as necessary or use space at right.)</i>	Source of Funds/Organization	Funding Amount (\$ and % of total)
	1.	
	2.	
	3.	
Overall Committee/Section annual operating budget:		
Applicant Signature:		Date:
Committee/Section:		

REQUEST FOR SPECIAL PROJECT FUNDS – Revised May 2015
 Submit Form and attachments to Tara Craighead, Central Office P.O.
 Box 98045 Atlanta, GA 30359 404-254-5062, Office 866-608-7804, Fax
 division12apa@gmail.com

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SUBMISSION REQUIREMENTS

SUBMISSION CHECKLIST

Applicants must submit the following items within the stipulated page limits in order to be considered for special funds from Division 12, Society for Clinical Psychology

- I. Request for Special Project Funds Form
- II. Attachment discussing how this Project would:
 1. Further the goals and mission of Division 12
OR
 2. Create a new sustainable model for Committee and Division 12
- III. Current general operating budget and project budget for funds being requested (up to 5 pages)
- V. Supporting Information, as needed, to justify request for funds, sufficiently describe project to be funded, and any letters of support (up to 10 pages). Supporting documentation can include:
 1. Listing of officers and Board of Directors
 2. Financial statements for last completed fiscal year (audited, preferred)
 3. Support letters or endorsements (limit of 3)
 4. Commitment letters from project/program consultants or subcontractors (if applicable)
 5. Diagrams for equipment or schematics for capital projects (if applicable).