

Dr. David Gracy II IGP/CRM Grant

Purpose: To define the conditions in which the Austin ARMA chapter can provide funds to members in consideration of the costs incurred to acquire the CRM/IGP designations. The Austin ARMA Board of Directors intends to support the value of these professional certifications to the chapter, while also serving as a funder of last resort.

Distribution:

1. The Austin ARMA chapter will set aside funds in the annual budget at the beginning of the fiscal year. The budgeted reimbursement value will be approximately \$1,200.00. The amount can be changed in later fiscal years in consideration of demand and budget constraints.
2. The board will accept applications during the chapter's fiscal year from July 1 - June 1. All funds will be dispersed to the eligible parties during the June Appreciation meeting.
3. All applicants who meet the application requirements and submit the required materials by the deadline will receive funds once approved by the Board of Directors of Austin ARMA.
4. The "Grant" can be used as supplemental reimbursement to additional sources of funds. No person can receive more than the total cost of one attempt at the certification when other sources of funds are considered ("Maximum Reimbursement Amount").
 - a. The current cost is \$650.00 for the CRM certification, and \$600 for the IGP certification.
 - b. For example, if an employer will cover \$500.00 of the CRM testing costs, the applicant can only receive a maximum of \$150.00 from ARMA Austin for his/her CRM certification.
5. If the number of qualified applicants in a reimbursement cycle means that each person will get less than the maximum reimbursement they are allowed, each applicant will receive an equal share of the budgeted amount up to his/her Maximum Reimbursement Amount.
 - a. For example, John, Sarah, and Lisa all apply for funding for their CRM certifications. If the fund were split equally, each applicant should receive \$200.00. However, John's employer covered \$500.00 but Sarah and Lisa's employers did not cover any of the cost. \$200.00 would put John over the maximum allowable reimbursement of \$150.00. So the additional \$50.00 would be split between Sarah and Lisa. John gets \$150.00, Sarah gets \$225.00, and Lisa gets \$225.00.
 - b. Any part of the fund which is not able to be split equitably will roll back into the chapter's account (i.e., split pennies revert to the chapter).
6. Funds will be distributed by the board within one month following the application deadline.

To apply:

1. To be considered for funds, a person must be a member of the Austin ARMA chapter in good standing at the time the reimbursement request is made.
2. The applicant must provide proof that they have attempted other sources of funding, such as applying for employer reimbursement and/or the ARMA International Education Foundation's \$500 reimbursement program (La ARMA Nostra).
3. If other sources of funding have been secured, proof of the value of any payment must be submitted in order to calculate the applicant's maximum reimbursement amount.
4. For CRM applicants: The applicant must provide proof that they have passed parts 1-5 of the exam, and completed (but not necessarily passed) part 6. Part 6 must have been completed within the current reimbursement cycle. Applicant can also submit proof of passing all six exams for reimbursement.
5. For IGP applicants: The applicant must provide proof that they have passed the exam within the current reimbursement cycle.
6. Applicants may be asked to provide additional administrative documentation to aid the chapter in distributing funds, such as completing an application form.
7. Applicants agree to allow the chapter to use your name, image, and submitted newsletter article collected in this process for marketing and/or publicity purposes.
8. Applicants may apply for reimbursement only once for each designation, regardless of the number of exam attempts required to obtain the certification or the reimbursement value received from Austin ARMA.
 - a. For example, if John seeks reimbursement for his CRM certification, and then applies for funds again the next year after completing his IGP certification, the board will consider both applications to be valid assuming all other requirements are met. If John seeks reimbursement for his CRM certification and lets his certification lapse, or does not receive his maximum allowable reimbursement, he cannot apply again in a following reimbursement cycle for additional CRM fee reimbursement.
 - b. Separate requests must be made for reimbursement if applying for both IGP and CRM funding.
9. Applications can be submitted throughout the reimbursement cycle but will not be considered until after the reimbursement cycle deadline to allow the chapter membership full participation in this program.
10. Applicants must write one article for the Austin ARMA newsletter, which is due with the reimbursement application.