



Maine Association of Planners Funding Policy

Purpose

This policy describes the guidelines for the distribution of funds from Maine Association of Planners (MAP) to organizations for planning events, activities and initiatives.

Policy

- A. Organizations seeking funds shall electronically submit the following information to any member of the Board:
 1. Name of organization;
 2. Name and contact information for individual making request;
 3. Amount requested;
 4. Date of event, activity or initiative;
 5. Description of event, activity or initiative;
 6. Anticipated funding sources, indicating MAP is not the sole source; and
 7. List of MAP Strategic Plan goals (Section B below) addressed by the event, activity or initiative.

- B. Events, activities and initiatives for which funding is sought shall meet one or more of the goals laid out in MAP's strategic plan as described below:
 1. To promote, support, and encourage the practice of planning in Maine at the national, state, regional, and local levels.
 2. To facilitate cooperation, communication, and fellowship between all planners, including planning board and board of appeals members, students, and others, so as to share knowledge, skills, techniques, and experience.
 3. To provide recognition of the important and valuable contributions of the planning profession to the present and future quality of life in Maine.
 4. To build capacity and improve the caliber of planning in Maine.
 5. To actively provide professional education opportunities, particularly the latest innovations to all professional planners.
 6. To foster cooperation and communication between the Association and the national, state, regional and local planning organizations, planning boards, boards of appeal, students, private groups and interdisciplinary professionals, and educational and government institutions.
 7. To provide an advocacy role in policy development at all levels of government.

- C. In addition, requests shall be reviewed in light of the following policies stemming from the strategic plan:
 1. To encourage membership in both MAP and Northern New England Chapter of the American Planning Association (NNECAPA);
 2. To promote MAP and its accomplishments;
 3. To provide networking opportunities for MAP members;
 4. To solicit articles and technical information for MAP's quarterly newsletter;
 5. To provide recognition of those furthering the work of the planning profession;
 6. To support graduate planning programs;

7. To provide professional training to planning professionals and others in the field;
 8. To provide a forum for sharing planning ideas and other technical information; and
 9. To provide advocacy opportunities.
- D. Priority shall be given to non-profit, incorporated or public organizations, and events taking place within the State of Maine.
- E. Proposals can be funded as requested or with revisions and/or conditions:
1. Revisions:
 - i. The Board can choose to fund proposals to a lesser or greater extent than proposed.
 - ii. The Board can choose to fund only certain budget items, based upon the breakdown provided in the proposal.
 2. Conditions:
 - i. The Board may suggest that certain conditions be met in order to receive funding. For example, a MAP representative is invited to speak, one or more articles concerning the event, activity or initiative be submitted to the quarterly newsletter, or MAP logo to appear on marketing material.
 - ii. When applicable, any party receiving funds must offer the same rate offered to its members to members of MAP.
 - iii. Total funding may be contingent upon certain conditions, or funding may be disbursed in parts for certain budget items based upon continuing compliance with established conditions.
- F. Requests received by Board members are to be transmitted to all other Board members, and placed on the agenda for the next regularly scheduled Board meeting, given a minimum two week lead time.
- G. Requests shall be reviewed and voted on at the next regularly scheduled Board meeting.
- H. A representative of the organization making the funding request may be asked to attend the Board meeting to further address the request.
- I. Requests shall be decided on by a majority vote of Board members in attendance at the meeting.
- J. The Board shall notify the requestor of the approval or denial of the funding request.
- K. MAP does not fund the following:
1. The acquisition of real property; and
 2. Supplementation of operating expenses.
- L. Funding is available on a first-come-first-serve basis.