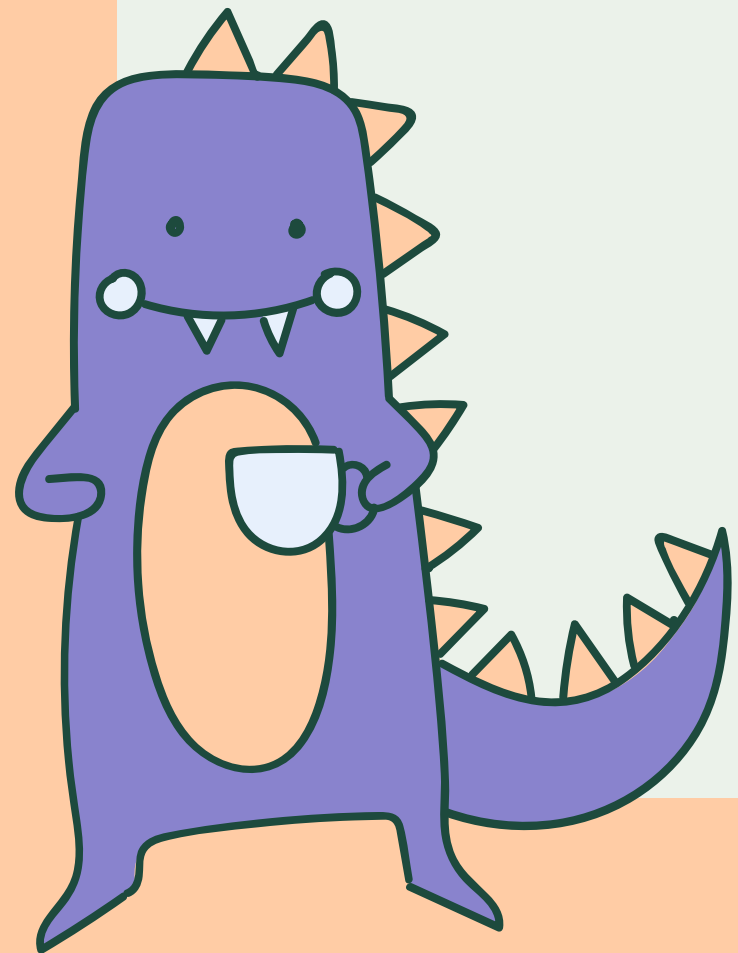


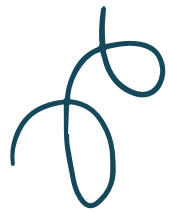
2023-2024 School Year



TCCA CHAPTER grants

As a recognized TCCA
* CHAPTER, you will have
access to Tzu Chi Funding to
help accelerate your
CHAPTER growth.



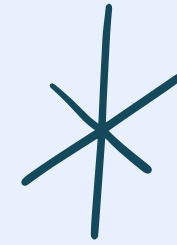


THINGS TO KNOW

1. What kind of events are qualified for grant funding?
2. What is the maximum amount you can apply?
3. What is the review process
4. How to apply

You can APPLY FUNDING FOR

1. **Community service:** events that serve your local community
2. **Advocacy:** events that promote or raise awareness of Tzu Chi values, missions, and activities
3. **Dharma leadership development:** events that promote personal or spiritual growth, professional leadership development, and/or career mentorship
4. **Special occasions:** Annual important events such as New Member Orientation, Graduation Ceremony, Year End Celebration, etc.



Every year, you can
APPLY UP TO

Tier I: \$2,500 for chapters with less
than 10 uniformed members

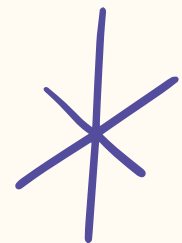
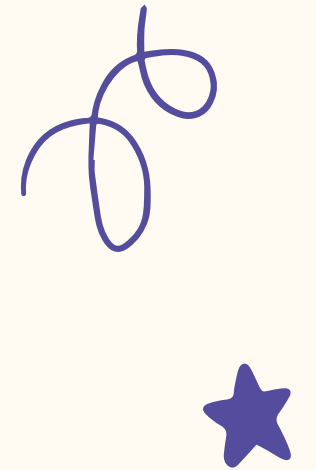
Tier II: \$4,000 for chapters with 10
uniformed members or more

**For regional events, chapters can share the allowance.*





Grant Funding
can be used for
two expense
categories





ACTIVITIES

Expenses that occur when having a pre-approved event.

E.g. Venue, Equipment, Decor, Food, Marketing, etc.

Travel/Transport

Expenses of transportation and lodging related to attending a pre-approved Tzu Chi/TCCA event.

E.g. Uber/Lyft, Car Rental, Gas, Hotel, etc.



Process Overview

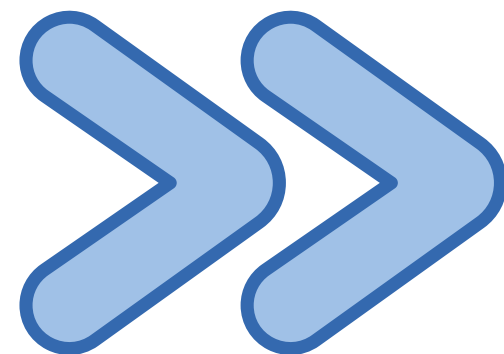


HOW TO APPLY?



Submit an **EAF** (Event Approval Form) at least 2 weeks prior to the proposed event.

This step helps the Tzu Chi Young Leaders National Task Force understand the purpose of your event, your target audience, and anticipated impacts during evaluation process.



Pre-APPROVED EVENTS



If your event is approved for grant funding, submit an **Reimbursement Form** within 1 week after completing the event.

This step helps the Tzu Chi Young Leaders National Task Force collect all required documents for accountants to release the fund to you.

An EAF will collect:

1. Organizer information
2. Event information
3. Participant information
4. Partnership if any
5. Event Budget

TIPS FOR SUBMITTING a BUDGET



- You must provide an estimated budget in your EAF submission to be considered for grant funding.
- We understand that the actual event costs may be lower or higher than your anticipated budget. Still, please try your best to estimate your budget with all the expected cost categories (e.g. food, office supplies, marketing materials, transportation, lodging, etc.)
- For each cost category, you must explain how you come up with the numbers. It is suggested to use formulas such as unit price x quantity. The more detail the better.
- If you need help with developing the budget, please reach out to your chapter/regional advisor or directly to yl.tcca@tzuchi.us.

1

a SAMPLE OF ESTIMATED BUDGET

- Event: Regional Retreat
- Estimated number of participants: 40 (including staff)

Cost Item	Unit Price	Quantity	Total	Additional Information
Food	\$5	120	\$600	Provide 3 meals in total (40 x 3 = 120); Prepared by local SGSB
Flip Chart Paper	\$30	1	\$30	For workshop use
Gas	\$50	2	\$100	Gas reimbursement to drivers who provide transportation to remote participants (two cars)
Total			\$730	



1

TIPS FOR GETTING REIMBURSED



- You must submit an **Event Report** within 1 week after completing the event.
- When preparing the Expense Summary required in the Reimbursement Form, make sure to use the **spreadsheet template** provided to list your expenses by cost items. Do not create your own template.
- Scan all your receipts and/or invoices into ONE .pdf file and upload to your Reimbursement Form.
- If a receipt has non-fundable items, please cross them off and write the accurate total amount that you request for reimbursement.
- If you request reimbursement for gifts such as year end appreciation package, please provide a list of receiver names.
- If you request reimbursement for lodging such as Airbnb, please provide a name list indicating who stayed in the Airbnb.

2




QUESTIONS?

Email us at
yl.tcca@tzuchi.us

Contact us via

  @TzuChiYL





"ACT WITH COMPASSION AND
WISDOM, INTERACT AND INSPIRE
EACH OTHER."

-- Dharma Master Cheng Yen,
Founder of Buddhist Tzu Chi Foundation