



# CALIFORNIA STATE RETIREES

## INSTRUCTIONS FOR CSR CHAPTER GRANT APPLICATIONS (REFERENCE CSR GOVERNING RULES 14.03)

**ALL REQUESTS FOR CHAPTER GRANTS MUST MEET THE FOLLOWING REQUIREMENTS –**

- the request must be submitted on the proper CSR Chapter Grant Request form
- the request should list the goals and estimated costs
- the request must list the grant amount being requested
- the request must have a timeline (beginning date and estimated date of completion)
- the request should be submitted with the following documentation:
  - a copy of the chapter budget, including
    - current quarterly revenue and disbursements
    - balances of chapter checking and savings accounts, CDs, etc.
  - a copy of the chapter minutes for the meeting when a motion was made and passed to apply for the grant

APPLICATIONS FOR CHAPTER GRANTS

MUST BE SENT TO CSR CORPORATE OFFICE

(1108 'O' Street suite 300 Sacramento, CA 95814)

NO LESS THAN **3 WEEKS PRIOR** TO A

REGULARLY SCHEDULED CSR BOARD MEETING.