IAAP Division Funding Model

Guidance for IAAP Divisions

October 2025

This document outlines the funding model developed through Executive Committee discussions in September and October 2025. The goal is to make divisional funding more accessible, predictable, and useful while maintaining appropriate accountability. We hope it will help divisions pursue new ideas, strengthen member engagement, and support the important work they do.

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1. Annual Allocation
IAAP will continue to allocate $70,000 USD annually for divisional funding, up to $4,000 per division per year.

Eligibility is contingent on the division having submitted its annual report.

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2. Annual Report and Spending Statement
Each division's annual report should include:

- A brief statement of how funds were used in the previous year, and
- A brief statement of intended use for the coming year.

If any funds are being carried forward, the report must also indicate what they are being reserved for.

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3. Funding Structure (Three Buckets)
Each division may access up to $4,000 annually, organized into the following categories:

3a. SPARK Projects – $1,000

- Supports innovative projects identified by divisions.
- Up to $1,000 per year may be allocated to SPARK initiatives.
- Funds in this category may not be rolled over to the next year.

3b. Small Group Meetings – $1,500

- Supports topical meetings, typically 25-30 participants, often in partnership with a host organization or other partner.
- Funds may be used to cover core meeting costs such as catering, coffee breaks, or materials, and may be combined with external support.
- Funds in this category may not be rolled over to the next year.

3c. Discretionary Fund – $1,500

- Only reimbursable expenses, supported by receipts, are permitted.
- Examples include divisional communications, project expenses, awards, or events that advance divisional work. Divisions may use funds for travel or logistical costs for invited speakers. These are just examples, not an exhaustive list; divisions may identify other reimbursable uses consistent with their goals. Payments such as salaries or personal honoraria are not allowed.
- This fund may also be used to supplement SPARK projects or Small Group Meetings, allowing divisions to add discretionary resources to those categories. Funds from SPARK or Small Group Meetings cannot be reallocated into the Discretionary Fund.
- Use of this fund requires approval from the Division President and President-Elect. In the rare case that a Division has no President-Elect, approval may be sought from the Division President together with the IAAP President.
- Rollover of Discretionary Funds
    - Divisions are generally expected to use their discretionary allocation within the year, but may carry funds forward if they indicate in their annual report how the funds will be used in the future.

- Rollover may continue for two or more years within a single ICAP cycle, but all discretionary funds must be used by the end of that cycle. For example, funds accumulated during 2026-2030 must be used no later than 2030.

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4. Accountability

- Divisions should submit a brief report within 30 days after any funded activity.
- Divisions that do not meet reporting requirements will not be eligible for future allocations until requirements are met.
