



SIBBA Request for Funds Policy

Request for Funds Criteria – In the event of a member requesting funds, the following criteria must be satisfied prior to the approval or disapproval of funds.

- 1) The request for funds must be related to a martial arts event, such as a workshop, seminar, or other such learning situation which will benefit both the SIBBA and the members. Events may take place in any geographic location.
- 2) The applicant must have been an SIBBA member in good standing for a period of at least two (2) consecutive years, including the current year.
- 3) Past recipients must wait two (2) years before applying for another request for funds.
- 4) The request for funds must be submitted to the SIBBA President and Treasurer in a typed application no later than two (2) months before the start of the event, and must include the following information:
 - 1) Event information, including the following:
 - a. Name of event
 - b. Date(s) of event
 - c. Location of event
 - d. Expenses of event, separated to show specific expenses (i.e., registration fees, travel fees)
 - 2) Member information, including the following:
 - a. Martial arts resume including, but not limited to, the following information:
 1. SIBBA membership history
 2. Chronological list of testings
 3. Tournament participation (competitor and official)
 4. Other services to the SIBBA and/or martial arts
 - b. Statement of how the event will benefit both the SIBBA and the member
- 5) One (1) letter of recommendation from the student's head instructor must be submitted with the application.

Amount of Funds to be Awarded

The amount of funds to be awarded will be determined at the discretion of the SIBBA Cabinet Members provided the SIBBA accounts have sufficient funds for the request. The amount of funds to be awarded shall not exceed more than half of the total expense of the request.

Funds Approval or Disapproval

The SIBBA Cabinet will review the submitted information and award monies based on the following information:

- 1) Availability of funds
- 2) Benefits to both the SIBBA and the member
- 3) Type and geographic location of the event

The member who requested the funds shall be notified in writing of approval or disapproval no later than ten (10) business days after the request.

Applications must be submitted to:

Master Linda Griffen
SIBBA President
1710 Clark Avenue
Ames, IA 50010

Ms. Ana M. Reyes de Oropeza
SIBBA Treasurer
3718 Eisenhower Avenue
Ames, IA 50010