

# Ing Fund Application and Disbursement Policy

Ing fund application and Disbursement policy comprises of the following sections:

- I. Application Process
- II. Approval Process
- III. Fund Disbursement Process
- IV. Event Reporting Process

## I. Application Process

- Any AGA chapter can apply for fund to support an open tournament with at least 50 anticipated players.
- Application form is attached for committee review
- Application form is accessible by every applicant at [www.usgo.org](http://www.usgo.org)

(Technical staff needs to post this new policy and application form at [www.usgo.org](http://www.usgo.org) upon approval of the Committee.)

## II. Approval Process

- Approval process:
  1. Application needs to be submitted to the regional head or designated people for review and approval.

A list of regional heads or designated people and their contact information need to be posted at [www.usgo.org](http://www.usgo.org)

Upon the receipt of application, regional heads need to respond within five (5) business days.
  2. Upon the regional approval, the application will be submitted to Ing Grand Manager for review and approval.

Upon the receipt of application from the region, Ing Grand Manager needs to respond within three (3) business days and cc Ing Committee members.
  3. Upon Ing Manager's approval, the application will be submitted to AGA President for review and approval.

Upon the receipt of application from Ing Grand Manager, AGA President needs to respond within three (3) business days.

4. Upon AGA President's approval, the fund will be granted.

➤ Levels of approval:

- Any fund request under \$1000.00 needs to have approval from both the regional head or designated people and Ing Grand Manager and cc AGA President.
- Any fund request over \$1000.00 needs to have approval from the regional head, Ing Grand Manager, and AGA President.

### **III. Fund Disbursement Process**

- Once the proper approvals are obtained, AGA President shall notify AGA Treasurer to disburse fund.
- If the equipment is needed, please contact Paul Celmer ([equipment@usgo.org](mailto:equipment@usgo.org)) for assistance.

### **IV. Event Reporting Process**

- Upon the completion of the event, the applicant is required to submit a summary report within five (5) business days to the regional heads or designated people with the following information:
  - Date, place, number of participants, participants' names and AGA membership number if applicable, results, prizes disbursed, feedback from the participants if any. Event pictures are required.
  - A list of spending on the event shall be detailed and reported:  
If the actual spending is less than the approved budget, a check needs to send back to AGA Treasurer.
- Upon the receipt of event summary report and spending detail, the regional heads need to forward everything to Ing Committee and AGA President within two (2) business days.
- Ing Grand Manager shall report the event summary to Mr. Yang at Taiwan within two (2) business days.

***Attachment: Ing Grant Funding Application Form***

## ING GRANT FUNDING APPLICATION

Name of applicant \_\_\_\_\_

AGA Membership Number \_\_\_\_\_

Chapter \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

Anticipated Number of Participants \_\_\_\_\_

Amount requested \_\_\_\_\_

How would this grant support the development of go in your community?

Describe how you would utilize the grant to achieve the above goals? (Attach budget and other supporting documentation if needed?)

If I am awarded this grant, I agree to abide by all terms and condition specified in the final agreement, and I will provide appropriate documentation of the activity proposed above including verbal description, photos, and other required materials.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

