American College Health Foundation
Guidelines - Applying for Funding

https://www.acha.org/ACHF

Purpose: The following general guidelines provide direction for those seeking funding from the American College Health Foundation (ACHF).

Funding Eligibility: All ACHF funding opportunities are available exclusively to ACHA Institutional or Individual Members. Exceptions to this are applicants who work or attend an ACHA Member Institution and are sponsored by the Representative Member at that institution (RMIs).

Funding Determinations: Decisions regarding funding for awards, specific projects or annual meeting sponsorships are made by the ACHF Board of Directors. In addition, the Board strictly adheres to the stipulations outlined in named fund donor designations regarding the use of restricted funds.

ACHF has several funding opportunity categories:

1) **ACHF Funding Opportunities**: These awards are given annually. Each award has a different focus and funding level. Available awards, award guidelines, and instructions on how to apply are posted on the ACHF website via the following link:
   http://www.acha.org/ACHA/Foundation/Funding/ACHA/Foundation/Funding.aspx.

2) **ACHA Annual Meeting Session Sponsorships:** In most circumstances, requests for ACHF funding for partial or full support for educational sessions at ACHA annual meetings are submitted through the ACHA National Office. For other requests, applicants must contact the ACHF Office by November 15th of the year prior, to receive approval before submitting a proposal. The following guidelines are for those applying under these exceptions:

   - Funding requests must be submitted using the *ACHF Request for Funding Application Form* (see below).
   - All applications must be typed. Electronic submittal is required using pdf format.
   - All applications must be signed or electronically approved by three authorizing agents:
     1) the program planner of the event or activity
     2) the Chairperson of the ACHA Program Planning Committee, and
     3) a member of the ACHA National Office staff.
   - The ACHF application must be accompanied by the abstract selected by the ACHA Program Planning Committee.
   - Applications must be received in the ACHF Office no later than February1st. Email to: ACHF@acha.org
   - ACHF sponsored funding for Annual Meeting programs and events are listed in the Annual Meeting Final Program.

3) **Project Funding not associated with the ACHA Annual Meeting:** These are special projects that require funding assistance not associated with any of the ACHF Awards and are intended to support research or health promotion initiatives to help advance the field of college health.

   - Applicants must contact the ACHF Office by November 15th of the year prior, to receive approval before submitting a proposal.
   - Funding requests must be submitted using the *ACHF Request for Funding Application Form* (see below).
   - All applications must be typed. Electronic submittal is required using pdf format.

- All applications must be signed or electronically approved by two ACHA leaders who have training and/or experience related to the concepts and methodologies of the proposed project or activity.
- Applications must be received in the ACHF Office no later than February 1. Email to: achf@acha.org
- Those receiving funding will be notified in March.

4) **Funding Applications to the Clifford B. Reifler Fund:** Funding is available solely to enhance the quality and utility of the *Journal of American College Health* articles/manuscripts and/or to support the work of its editors.

- Funding requests must be submitted using the *ACHF Request for Funding Application Form* (see below).
- All applications must be typed. Electronic submittal is required using pdf format. Email to: ACHF@acha.org
- All applications must be signed or electronically approved by:
    1) Two Executive Editors of the Journal of American College Health
    2) ACHA Executive Director

IMPORTANT! APPLICATION ON FOLLOWING PAGE TO BE USED ONLY WHEN APPLYING FOR CATEGORIES #2, #3, OR #4 (above).

TO VIEW GUIDELINES AND ACCESS GUIDELINES FOR A SPECIFIC ACHF AWARD, USE THE FOLLOWING LINK:

http://www.acha.org/ACHA/Foundation/Funding/ACHA/Foundation/Funding.aspx

**American College Health Foundation
Request for Funding Application**

Applicant Information:

Name: _____

ACHA Membership #: _____

Position Title:_____

College/University: _____

Address: _____

_____

Telephone:

   TEL: _____   CELL: _____

E-mail Address: _____

Funding Eligibility Category (see Guidelines) _____

Project Title

Project Description

- Project description
- Measurable objectives and intended/learning outcomes
- Evaluation procedures to measure outcome
- Key personnel involved

Amount of funding requested with explanation for each line item (use separate sheet)

Authorizing Agents (3) See application guidelines.

Signature_____Date_____

Title_____

Signature_____Date_____

Title_____

Signature_____Date_____

Title_____