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## **ILLINOIS ASSOCIATION FOR HOME AND COMMUNITY EDUCATION SUPPORT FUND**

### WHAT IS IT?

This fund is a special account to provide innovative “extras” for the Association for Home and Community Education programs. By pooling small contributions from many interested individuals and organizations, we are accumulating enough money to assure a continuing source of funds. Together we can build a more secure financial future for our already well-established, high quality programs. The fund will be used primarily for the support of HCE programs provided by University of Illinois Extension Educators, County HCE’s and/or collaborative efforts of the two.

### IAHCE MEMORIAL FUND DONATION IS ALSO A PART OF THIS FUND.

### HOW TO MAKE CONTRIBUTIONS TO THE SUPPORT FUND:

Make checks payable to: Illinois Association for Home and Community Education (IAHCE) Support Fund.

Mail to: **IAHCE Treasurer** whose name and address is on Page 1 of this Guidebook.  
**PLEASE DO NOT SEND DONATIONS TO THE UNIVERSITY OF ILLINOIS.**

Educational materials are available through the Support Fund Librarian/Secretary whose name and address is listed on the previous page of this Guidebook.

## **IAHCE SUPPORT FUND TRUST GUIDELINES**

### **Prepared by the IAHCE Support Fund Advisory Committee**

The trust is named the Illinois Association for Home and Community Education Support Fund Trust. The Trust Agreement reads in part:

Today's homemakers are better educated and more culturally diverse than at anytime since IAHCE was organized. IAHCE is challenged to meet the growing needs of young adults, the aging, and other various groups. Homemakers want to know how to organize for effective group action to improve the standard of living for their families, and for individuals both nationally and worldwide. Only increased funding can provide the resources necessary to continue to provide quality programming characteristic of IAHCE.

Enrichment and/or additional support provided by the Support Fund Trust for home economics Extension programs should first make a contribution to the HCE programs, after which the support may be extended to other audiences. The monetary support provided will vary from year to year depending on amount of donations and interest generated by the Trust. Some possible uses of the Trust are, but are not limited too:

1. Printed materials for state-wide use.
2. Packaged lessons as alternatives to the regularly scheduled Lessons for Living.
3. Support materials for Lessons for Living delivered via Telenet.
4. Media development [videotapes, slide programs, computer programs, displays] in support of programs for IAHCE.
5. Additional resources for program areas presently experiencing inadequate support such as household equipment and cultural arts.
6. Series of regional meetings on topics of particular interest, and
7. Implementation of proposals developed by counties in support of particular IAHCE programs.
8. Building/facility rental fees up to \$50 per county for HCE programs.

The IAHCE Support Fund Advisory Committee offers the following guidelines and ideas:

#### Intended Use/Expenditures of grant:

#### Programming

1. HCE generated educational programs, which can be shared with other counties, should include written material of program.
2. Advertising – reasonable fee
3. Speaker fee
4. Programs will not be funded more than two [2] years.

**IAHCE SUPPORT FUND TRUST GUIDELINES**

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**New Membership Recruitment**

1. New ways for HCE to increase membership.
2. Programs that will interest the general public and get new members for HCE. (In order to be funded for a second year you must show an increase in your county membership.)

**Publicity**

1. A program/project that gets the word out about HCE, i.e. mugs, bookmarks, etc. (If the project is funded, full information must be written up and sent to the Support Fund Secretary in order that other counties may duplicate your project.)
2. New ways to advertise HCE.
3. Use of the computer to advertise your county, i.e. web site.

The Support Fund Advisory Committee will not fund:

- ▶ Door prizes
- ▶ Refreshments
- ▶ Mileage
- ▶ Lodging
- ▶ Coordinator fees
- ▶ Program entertainment [other than speaker fee]

Duplication of previous programs already funded to another county by a grant will not be funded.

We recommend that your county network with other groups and explore local resources for cooperative funding of programs along with your Support Fund Grant.

Specific information should be given to describe the proposed program, with its benefits and uses in the community, not a general idea of the program. Intention to share the program's expense should be indicated in the financial portion of the application. Application should consist of only one program/project. If you plan to present another program/project, please complete a separate application.

This is only intended for general information. Trust funds are not available to award all grant requests. Financial circumstances in some counties and/or low membership will be taken into consideration when awarding a grant. The committee will also take into consideration the program and its value to other counties for programming and/or ways to increase our membership throughout the state.

**ILLINOIS ASSOCIATION FOR HOME AND COMMUNITY EDUCATION**  
**SUPPORT FUND APPLICATION**

(Application Due June 1. Send to Support Fund Chairman)

1. Proposed Program Title:

2. Description of Proposal:

3. Purpose of the Program Materials:

4. Suggestions for Use (answer all that apply)

General distribution through County HCE and County Unit Offices:

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Lessons For Living (University of Illinois Extension)/Lessons for Learning (HCE/HEA)

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Other: \_\_\_\_\_

**SUPPORT FUND APPLICATION**

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5. Budget Projections:

6. Expected Completion Date:

The project should be completed by June 1 of the year following receipt of the award. Awardees will be notified by September 1<sup>st</sup>. Projects will be allowed to be submitted for a grant after completion. Requests must be submitted within one (1) year of completion.

7. You will collect your original receipts from expenses and send them, along with a final report documenting how the monies were spent to the IAHCE Support Fund Chairman.. After reviewing the report, a letter and the receipts will be sent to the IAHCE Treasurer. A check will be sent to you for your expenses.

8. AWARDEES WILL display their project at the IAHCE Annual Conference with the source of funding noted on the display. They will write an article about the project for the IAHCE NEWSLETTER. Please plan to provide copy of the finished project (whether it be a video, a pamphlet, etc.) to the Support Fund Advisory Committee Librarian (IAHCE First Vice President) for availability to other counties.

Send postage paid and postmarked June 1st.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

COUNTY \_\_\_\_\_ POPULATION \_\_\_\_\_

NUMBER OF HCE/HEA MEMBERS \_\_\_\_\_

TELEPHONE NUMBER(\_\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS (IF APPLICABLE) \_\_\_\_\_

**ILLINOIS ASSOCIATION FOR HOME AND COMMUNITY EDUCATION**  
**IAHCE MEMORIAL FUND**

1. Established as a restricted account in June, 1990, by the IHEF Board following the death of past IHEF Board Member Marilyn Hartweg. Family and friends made a contribution to establish this fund.
2. Upon sufficient accumulation of funds, a Certificate of Deposit was purchased.
3. Interest from the Fund will be used for programming.
4. Contributions in memory/celebration of any IAHCE Member, by individual or county are welcome.
5. Donations by individuals to commemorate other special events/dates are also encouraged.
6. Following the death of a current IAHCE Board Member, a donation will be given by the IAHCE Board to this fund.
7. Memorial Funds are also put under the supervision of the Support Fund Committee