



Pfizer Branch AREA Program Fund

Thanks to Pfizer's continued support of the Animal Research Education Awareness (AREA) Program, the AALAS Foundation is able to accept applications for the **Pfizer Branch AREA Program Fund**.

The fund is designed to support AREA Programs offered by AALAS branches and districts. This funding opportunity complements the Branch AREA Guide and is another resource designed to assist AALAS Branch members in conducting public outreach programs in their communities.

Funding Eligibility

In order to qualify for Pfizer Branch AREA Program funding, branches and districts must meet the funding compliance criteria described below and submit a funding request letter to the AALAS Foundation office **at least 60 days prior to the program**. Funding cannot be awarded retroactive to an event or program.

Applicants must also provide evidence of IRS tax-exempt status.

Program Funding

Eligible branches and districts may apply for up to \$500 per year per entity.

Requests for funding must be submitted to the Foundation Administrator at least 60 days prior to the event. Request letters must include:

- The name of the branch or district coordinating the program. For joint programs, please list all the organizations participating in the event.
- The name and contact information of the individual coordinating the program.
- Detailed overview of the program, including a preliminary agenda
- A outline of the types of students and educators to be served by the event
- Itemized event budget

Qualified Educational Expenses

Eligible expenses include:

- Meeting expenses (e.g., room rental, audiovisual equipment rental, printing costs)
- Speaker's fees and travel expenses

- Travel expenses for program participants.
- Food and beverages for program participants and volunteers

Ineligible expenses include:

- Volunteer travel expenses
- Scholarships and award stipends
- Other individual benefits
- Other expenses as deemed unacceptable by the AALAS Foundation Administrator and Executive Director

Post-Event Report

Within 30 days of the event, applicants receiving Pfizer Local AREA Program Funds must submit a written event report to the Foundation Administrator. This report must include a summary of the program, the number of attendees, a narrative evaluation of the event, and an account of how the program funds were used. Any unused funds must be returned to the Foundation office with the report.

Effective: 06/27/2014 - A copy of the final written event report should also be sent to the AF Board Branch Committee Chair for review.