



APA Transportation Planning Division Certificate Maintenance Chapter Assistance Grant Program

The Transportation Planning Division (TPD) of the American Planning Association (APA) will allocate funds to support transportation-related events hosted by state or local APA chapters. TPD will provide funding for Certification Maintenance courses approved by APA to help bear the cost of the APA CM-endorsed events.

Starting immediately, TPD will provide financial support for up to two CM-courses per quarter up to \$200 per course. APA chapters are invited to apply to host a CM-approved, transportation-related event. Applications will be evaluated based on the value to TPD and its members. Geographic coverage will also be considered, as will scope and relevance to TPD's mission statement.

Requirements to applying for the TPD CM funds include:

- The application for funds must be from a Chapter of the American Planning Association.
- The American Institute of Certified Planners (AICP) must approve the course for CM credit prior to the event or certification must be pending.
- The event sponsor will credit TPD for providing funds in all meeting announcements.
- The event sponsor will provide a summary of the event for the TPD newsletter within one month of the end of the event.
- Applications to TPD will be provided three months prior to the event. Applications will include:
 1. Event sponsor (chapter/section)
 2. Primary point of contact and affiliation
 - a. Please include contact information – email & phone
 3. Event name
 4. Event location
 5. Event audience (geographic scope/distribution)
 6. Event duration (date/time)
 7. Event sponsors
 8. Number of CM credits
 9. Itemized cost estimate of course
 10. Summary of benefits in terms of transportation to TPD members (please limit to four sentences/bullet items)
 11. Has this event been approved for CM credits?
 - Yes (how many credits)___
 - Pending (how many credits)___
 - No
 11. How much funding are you requesting from TPD?