

# CALIFORNIA STATE RETIREES

## INSTRUCTIONS FOR CSR CHAPTER GRANT APPLICATIONS (REFERENCE CSR GOVERNING RULES 5.06)

### All requests for chapter grants must meet the following requirements

- The request must be submitted on the proper CSR Chapter Grant Request form
- The request must list the goals and estimated costs
- The request must list the grant amount being requested
- The request must have a timeline (beginning date and estimated date of completion – up to and not to exceed one year)
- The request should be submitted with the following documentation:
  - a copy of the chapter budget
  - financial reports
  - most recent bank statement
  - minutes of chapter meeting with the motion requesting grant and identifying amount
  - Inventory (if equipment is being requested)

APPLICATIONS FOR CHAPTER GRANT DOCUMENTS MUST BE RECEIVED  
AT CSR HEADQUARTERS NO LATER THAN 30 DAYS PRIOR TO A REGULARLY  
SCHEDULED BOARD MEETING.

Address: 3000 Advantage Way Suite 100, Sacramento, CA 95834

or

Email: [csrinfo@CalRetirees.org](mailto:csrinfo@CalRetirees.org)