

Funding Requests for Communities of Practice YR2025 *(rev.)*

For 2025, ACPE's operating budget will include funding to support the efforts of our registered CoPs. All registered Communities of Practice are invited to submit a request for funding, following the process, timeline and limitations as detailed here. The funding request must be intended for the execution of activities of the community.

The ACPE Professional Well-being Committee is responsible to formulate a recommended disbursement of available funds, within the limits of funds available in the Association's annual budget *and* based on the review of all funding requests received within that period. PWB was informed that for 2025, total CoP funding will not be increased over total 2024 CoP funding.

The PWB Committee will weigh each funding request on the following criteria:

- Each request must come from a registered CoP, or registration applicant as an ACPE CoP.
- Each application must represent the value of the intended activity to the CoP's core purpose, as well as the ACPE mission
- Each application must be complete, including the estimated audience, estimated costs, and must be submitted through the on-line process
- The request is in keeping with general ACPE financial principles for providing a quality educational program that reflects prudence in assuming of expenses

For funding requests **supporting the 2025 budget year**, PWB has determined the following standard funding principles to be implemented across all requests:

- Maximum of one in-person meeting, preferably in the Fall each year, with overnight stay (two nights maximum) per CoP.
- Gatherings that do not include overnight stays (i.e., one day seminar with speaker and lunch; webinars, etc.) may occur multiple times throughout the year.
- No funding for events primarily designed for Level I/II Students (e.g. Summer CPE Days, seminary recruitment, etc).
- No funding for CoPs that are only for members of a particular health system or of a mainstream religious denomination. We encourage CoPs made up of members from health systems or mainstream denominations to request funding from those bodies. (We didn't think it was fair to use ACPE funds that benefited exclusively those members). We did provide some funding for under-represented spiritual/religious groups who are working towards goals of equity and inclusion.
- Scholarships are not funded through CoP budget but may be available through Boisen Scholars program (funded by ACPE foundation). Please apply through Boisen Scholarship application process.
- No reimbursement for books.

- No funding for Zoom or social media (Free Zoom link available from ACPE).
- No funding is available for individuals not currently a member or CPE student of ACPE. A registration fee sufficient to cover all associated costs must be charged to outside participants.
- Any event with overnight stays must collect registration fees of \$25 or more per attendee. In addition to funds provided by ACPE, higher registration fees may need to be imposed in order to cover all costs associated with an event.
- Speaker honoraria is limited to a maximum of \$1000, plus \$500 for travel, per CoP for the calendar year. These funds may be split among multiple presenters as determined by the planning team for the event. Honoraria is available only to presenters who are not members of the respective CoP.
- No funding for travel to or from CoP events (air, ground, other) for attendees.
- In consideration of IRS high-cost localities across the U.S., ACPE reimburses lodging at the host hotel, *at half of the room rate, up to a maximum room rate of \$125/\$195 per night per person*, based on location:
 - Standard Lodging Reimbursement (most locations) – Half of the room rate, up to a maximum room rate of \$125 per night per person
 - High-cost Locale Lodging Reimbursement (see list below) – Half of the room rate, up to a maximum room rate of \$195 per night per person

HIGH-COST LOCALE LODGING REIMBURSEMENT
(Recognized as High-Cost Localities by IRS)

ARIZONA:	Phoenix, Scottsdale, Sedona
CALIFORNIA:	Los Angeles, San Diego, San Francisco
COLORADO:	Denver, Aurora
DISTRICT OF COLUMBIA:	Washington Metro
FLORIDA:	Atlantic/East Coast - Boca Raton, Delray Beach, Jupiter, Cocoa Beach, Fort Lauderdale, Key West, Miami, Sebring, Stuart, Vero Beach; Gulf, West Coast – Bradenton, Fort Myers, Fort Walton Beach, Gulf Breeze, Key West, Naples, Panama City, Pensacola, Punta Gorda, Sarasota
ILLINOIS:	Chicago
MAINE:	Bar Harbor, Rockport, Portland
MARYLAND:	Montgomery and Prince George's, Ocean City
MASSACHUSETTS:	Boston, Cambridge, Falmouth, Hyannis, Martha's Vineyard, Nantucket
NEW YORK:	New York City
NORTH CAROLINA:	Outer Banks
OREGON:	Portland
PENNSYLVANIA:	Philadelphia
RHODE ISLAND:	Jamestown, Middletown, Newport
SOUTH CAROLINA:	Atlantic Coast
TENNESSEE:	Nashville
VIRGINIA:	Alexandria, Arlington, Falls Church, and Fairfax, Virginia Beach
WASHINGTON:	Seattle, Port Angeles, Vancouver

- Meal costs that are not included in room rate may be reimbursed on the first day through last day of an event. Reimbursement is per meal per person, the maximum reimbursement is as follows: \$20 breakfast, \$25 lunch, \$40 dinner. Tips not to exceed 20% of total bill and no alcohol can be paid for by ACPE.
- All attendees seeking reimbursement must do so through the online certify system within 30 days of the end of the event, no exceptions are granted. All items for reimbursement must have a fully detailed receipt from the provided in order to be considered. All requestors must have a current year W9 and ACH form on file with

the ACPE office before receiving reimbursement funds.

- PWB anticipates that these principles, or similar, will also be applied to future budget years.

Given the funding limitations for 2025, as communicated to the Professional Well-being Committee by the ACPE Executive Committee, please know that the PWB will do our best to fund as many and as much of the CoP activities as is feasibly possible, however, it is not likely that funding will be at or above what was approved in 2024.

Funds granted are intended for specific expense types as will be confirmed in the notice of funding letter. Any reallocation of funds for a purpose other than granted will require advanced reconsideration and approval by the PWB.

Allocated money that is not spent will not be carried over to the following year.

The following timeline will apply to CoP's requests for funding applications (*2024 process is for YR2025*):

- **September 5, 2024:** Application Period Opens
A notice of the application period and the applicable materials will be sent to each registered CoP Convener, as well as published on the ACPE website and in the next available ACPE News.
- **September 30, 2024:** Deadline to Submit by 11:59 PM
All requests must be submitted by this date. All submissions must be entered via the on-line form. No email or phone requests can be accepted.
- **September/October 2024:** Professional Well-being Committee Review
The PWB Committee will review all funding requests received for activities intended to occur within the next calendar year; and recommend funding allocations to the ACPE Finance Committee.
- **November 2024:** Finance Committee Review
The Finance Committee will consider the recommendation(s) of the Professional Well-being Committee, and act to incorporate the sum in the ACPE Budget draft. The ACPE Board of Directors will act on the proposed ACPE 2025 Budget at the November Leadership Meetings in Atlanta, GA.
- **By December 15, 2024:** Notification
Any requests for more information will be sent to the convener of record within thirty (30) days of the finance committee meeting. A Notice of Funding letter for all approved CoP budgets will be sent to the respective CoP Conveners. A letter of no funding will also be sent should any CoP request not be approved for funding.