

2017 Region 5 Grant Program Guidelines

Proposals will be accepted on an ongoing basis beginning December 1, 2016

The upcoming year holds many opportunities for ASCE. Region 5 will be offering mini-grants to help your group promote ASCE.

Proposals up to \$1,500 are eligible for Region 5 Grants. One grant proposal is required per project. Grants are intended for Sections or Branches to fund a single component of a larger program or for a one-time expense. A short proposal and report is required for each grant request.

Proposal Selection Process

Proposals will be accepted on an ongoing basis beginning December 12, 2016. The Region 5 Governors will evaluate grant proposals and select projects for FY17 funding.

Sections/Branches will be notified of the status of their proposals via email to Section/Branch presidents and treasurers within 60 days of application receipt.

Funding priority will be given to projects that are new initiatives for Sections and Branches and projects that have a measurable impact on a desired audience. The Region recognizes that all Sections and Branches have different resources, needs and goals; it's the Region's goal that these funds will help make programs available to Sections and Branches that may not have the existing resources.

Submission Deadline

2017 Region 5 Grant proposals must be submitted via:

- E-mail an electronic copy of your proposal to katherine.gurd@aecom.com; or
- Mail proposals to: Katherine Gurd
AECOM
1360 Peachtree Street NE, Suite 500
Atlanta, Georgia 30309

Please note that no proposal is deemed received until the submitting Section or Branch receives electronic notification from Katherine Gurd that the proposal has been received.

Proposal Selection Criteria

Region 5 Grants are merit-based awards for items and events that correspond to some FY17 Region initiatives. Sections and Branches are encouraged to be creative and inventive in their proposals and to leverage existing efforts of the Section/Branch.

FY17 Region Initiatives:

1. Dream Big Programs – ASCE is releasing the movie Dream Big on IMAX and other large screen formats this February. The Society has put together a variety of educational materials at: <http://discovere.org/dreambig> - we encourage Sections and Branches to develop outreach programs to help inform schools about the movie and associated curriculum. Some examples of eligible grant programs include:
 - a. Helping secure the movie at a science center or theater in your area
 - b. Printing curriculum, posters, or other materials for local schools
 - c. Providing tickets to schools or teachers for movie screening events
2. MRLC – ASCE hosts the annual Multi-Regional Leadership Conference (MRLC). The

2017 MRLC will be held in Newark, NJ January 20-21, 2017. In conjunction with this event, Region 5 will be hosting a Region Assembly on Saturday afternoon at the conclusion of the conference. To help support attendance at the MRLC and assembly, Sections or Branches can request additional travel stipends to cover expenses outside of the Society's reimbursement. (example: if a Section or Branch desires to send additional attendees to the MRLC and demonstrates a need for outside funding) Applicant must detail a rationale for why additional attendees are desired and why outside funding is necessary. A report of the past Section/Branch attendance at MRLCs would be helpful in determining need.

3. Student Member Transition – The Region is interested in helping facilitate Student member transition, and as such is interested in supporting programs that help encourage graduating student members to stay connected with ASCE. Programs may include:
 - a. Member “graduation” events to recognize graduating seniors.
 - b. Purchase and award of ASCE Graduation stoles to recognize graduating seniors.

Award Criteria:

1. Region 5 Grant proposals from Younger Member Forums or Student Chapters must be submitted through their Sections, with Section approval.
2. All projects should be completed by August 1, 2017 to be eligible for funding in the 2017 Region 5 Grant cycle (see section on ‘Project Completion and Final Reports’).
3. Grant proposals for the following items will not be considered by Region 5:
 - Scholarships, cash prizes or memorials.
 - Office equipment, assets or other capital investments.
 - Event sponsorships or endorsements.

If you have any questions about the eligibility of a program, contact Katherine Gurd at Katherine.gurd@aecom.com or 404-965-7085

Region 5 Grant Proposal Requirements

Proposals up to \$1,500 are eligible for a Region 5 Grant. Grants are designed for groups to fund a single component of a larger program or for a one-time expense. Small Grants will receive full funding for the approved amount upon approval. One grant proposal per project is required. Do not submit multiple projects in a single proposal.

Grant proposals must include:

1. A cover letter with complete contact information (email, phone, and mailing addresses) for Section/Branch President and Treasurer;
2. A brief summary of the project proposed (no more than 250 words);
3. A project overview that answers the following questions:
 - What are the project's goals and objectives?
 - What is the target audience of the project?
 - What is the approximate estimated size of the project team and the target audience?
 - What methods will be used to achieve the goals?
 - What is the project timeline?
 - How will the project be evaluated?
4. A budget indicating resources needed for the project, as well as available resources and additional funding sources and amounts. Local match should be detailed where proposed. Additionally a comparison of Section/Branches total annual budget will be helpful for the Region to help determine need.

Project Completion and Final Reports

All Region 5 grant recipients are expected to **complete their projects by August 1, 2017**, and prepare and submit a final report, including all documentation of expenses. **Final reports are due September 30, 2017**.

If for any reason a Section or Branch is unable to complete the approved project as described in their proposal, the Section or Branch must receive written approval from the Region regarding any reallocation of awarded grant funds. If a revised program is not found or approved, the Section or Branch must return any funds awarded.

If the project will not be completed by August 1, 2017, the grant recipient must receive approval from the Region to submit an interim final report. The request to submit an interim report must also include a justification for why the project was not completed by the deadline.

Awardees should be prepared to address the following items in their final reports:

1. A detailed description of Region Grant fund allocation with corresponding expense reports and/or invoices. **Grant recipients are required to include with their final reports all invoices and copies of paid bills documenting all expenses associated with the project.**
2. A description of member participation in the program.
3. The goal of the program, and an evaluation of the efforts to reach the goal.
4. Target audience for the program and any feedback from audience and participants.
5. Any media coverage generated by the program.

Awardees are required to return any unused grant funds to the Region for future allocations through the program. **Grant funds should be returned by check to ASCE Region 5; please coordinate with Katherine.gurd@aecom.com to coordinate the return of unused funds.**

Awardees failing to submit final reports, related materials or requested information, including copies of all receipts and invoices documenting all expenses associated with the project, will not be eligible for future Region Grant programs for two years.