**2018 Region 5 Grant Program Guidelines**

*Proposals will be accepted on an ongoing basis beginning February 1, 2018*

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 February 1, 2018. 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

2018 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 released the movie Dream Big in February 2017. 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:
	1. Providing tickets for movie screenings to school groups
	2. Helping secure the movie copies for schools
	3. Printing curriculum, posters, or other materials for local schools
2. Section/Branch Leadership Development – participation in leader training programs where funding need is demonstrated.

Example: ASCE hosts an annual the Multi-Regional Leadership Conference (MRLC). The 2018 MRLC will be held in Buffalo, NY on February 9-10, 2018. 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 attendees outside of the Society’s reimbursed delegate. 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.

1. Student Member Transition – The Region is interested in helping facilitate Student member transition, and as such is interesting in supporting programs that help encourage graduating student members to stay connected with ASCE. Programs may include:
	1. Member “graduation” events to recognize graduating seniors.
	2. Purchase and award of ASCE Graduation stoles to recognize graduating seniors.
	3. Activities to establish connections between student groups and Sections/Branches.

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, 2018 to be eligible for funding in the 2018 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 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 completed FY 2018 Region 5 Grant Application.

# Project Completion and Final Reports

All Region 5 grant recipients are expected to **complete their projects by August 1, 2018,** and prepare and submit a final report, including all documentation of expenses. **Final reports are due within 30 days of project completion.**

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, 2018, 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.

**2018 Region 5 Grant Program Application**

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| **Project Summary**Provide a narrative summary of the proposed project (no more than 250 words) |
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| **Project Overview** |
| Identify project goals and objectives |
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| Identify target audience for the project & projected audience size |
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| Estimated size and members of the project team |
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| What are your methods for achieving your project goals? |
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| What are the project timeline and milestones? |
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| How will the project success be evaluated? |
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| **Budget***Provide 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.*  |
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| **Need***A comparison of Section/Branches total annual budget will be helpful for the Region to help determine need.* |
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