ASCE Region 7 Funding Support Requests

Introduction

Region 7 annually dedicates a portion of its overall funding to support activities, events and other undertakings by the sections and branches of the region. It is the goal of Region 7 to support these activities to better serve its members. These funds are available by request, the process of which is outlined below, and are approved after review by the Region 7 Board of Governors. Request approvals are based on available funding both of the region and the group applying for the funds, as well as the merits of the activity and its impact on the region members. Requests fall into two categories: scheduled events, usually one-time activities, and unplanned events. Some guidelines to consider when applying for funding:

- These requests are not intended to support regularly incurred expenses, such as attendance fees or travel to an ASCE regional conference. For example, subsidizing regular meeting meal costs for students would not be an approved use of region funding.
- Funding should result in direct benefit to ASCE members. The funds being distributed come directly from ASCE dues, and the region is providing these back to the sections and branches to help them support their members.
- Requests should come from a specific ASCE unit for an activity that the unit is responsible for hosting or assisting with. All requests should include your Section President as a recipient of the submittal. Student chapters are encouraged to submit a request, but they should also come with the acknowledgment of the faculty and/or practitioner advisor.

The guidelines below apply to both one-time and unplanned events; however, the submission deadline is applicable only for scheduled activities.

Unforeseen funding needs that arise may be submitted for consideration at any time, but priority is given to those requested by the annual deadline. Historically all granted requests fall within the $250 to $2000 range.

Submission Deadline

Region 7 grant requests should be submitted electronically by June 18th. They are to be submitted to the region email address, either using MS Word or PDF: **jcjackataylor@gmail.com.** Submission Details Applications for funding should include the following information:

- Contact Person (Name, email & mailing address, position within an ASCE Unit, and phone number)
- Requests should be either in Microsoft Word or PDF format, one to two pages in length.
- Request Summary – a brief description of the event/activity to be funded, including who is sponsoring the event, who participates in the event, and the benefits of the event. Please include the goal/objective of the event, and indicate if this event has been held in the past.
- Schedule – the event/activity date, along with a desired response date for your request from the Region 7 Board. Also, if any other critical dates are associated with the request, please outline them here.
- Budget – a breakdown of the funding requested, including the amount requested, the total amount of the event/activity, and other sources of funding (i.e. what sponsoring groups are contributing what amounts). Also, please indicate what the requesting group will do if the funding isn't available or if you do not receive the full amount requested.
- Feedback Form – the outcome of previously awarded grants must be conveyed to the board of governors. The form should be completed and submitted with the new request. Approval of any requests hinges upon receipt of feedback from any grants awarded in the prior years.