SWE–Region H Pieronek Memorial Public Policy (PMPP) Grant Policy

# Purpose

Provide financial assistance for sections or individual SWE members (all encompassing) that have identified a means of promoting diversity via public policy programs at all levels, including but not limited to congressional visit days. Grant will provide funds for any means that may help to advocate for policies that advance women in STEM and the SWE mission.

# Budget

* This grant is funded by an endowment, yielding at least $500 each fiscal year, starting in FY18.
* After the first deadline has passed, any remaining funds will be awarded at the second deadline on an as-needed basis.
* Grant dollars not used during the fiscal year will not be transferred to another fiscal year. If no grants are awarded by the March 1st deadline of a given year, the region governor may reallocate the funds toward a region program that meets the intent of this grant.
* Approved funds will be divided among qualifying events by the approval committee.
* The PMPP approval committee may be made up of the region treasurer, region governor, and additional members appointed by the region governor.

# Basic Requirements

* Complete and submit the Region H PMPP application.
* The applicant should describe the program or event and how it will be a means to advocate for policies that advance women in STEM and the mission of SWE.
* The program can include, but is not limited to:
  + Legislative materials
  + Training workshops
  + Travel to legislative visits

In accordance with SWE’s status as a 501(c)3 nonprofit, this grant will not cover campaigning for candidates or specific political parties.

# Approval Procedure

* The region treasurer will provide an application form.
* Submissions will be made to the region treasurer at regionh.treasurer@swe.org.
* The program must be at least one month after the application deadline. Funds must be spent within 6 months of the approval date, unless otherwise approved by the committee.
* The treasurer will review each expense within the application and will make a recommendation to the approval committee for approval or rejection of each expense. The approval committee shall approve or reject each application. (*Note: These are guidelines and not absolute rules and should be treated as such. The purpose of the PMPP should be kept in mind when processing the applications.)*
* The total amount approved may be less than the grant budget for the fiscal year.
* The treasurer will inform the applicant of the approval/rejection of each expense and the total amount of the grant no later than 21 days after the application deadline.
* Applications submitted will be processed two times per year, with application deadlines of December 1 and March 1. Additional dates may be identified by the treasurer in a given year. The region council will be notified of the status of any remaining funds.

# Requirements for Approving PMPP Grants

* The application must be received by the due date. No late applications will be processed. E-mail is the preferred method for submitting an application.
* All basic requirements described above must be met.
* The amount of money to be approved will be based on the availability of the funds and the number of applicants. If there is more than one applicant for the grant, the funds may not necessarily be equally divided among applicants.
* If a section or individual is not approved, reasons shall be provided to the applicant.

# Requirements for Reimbursement

* Grant conditions may include the following:
* Up to 80% of the funds will be initially released per an approved application and budget indicating where the funds will be directed.
* The remaining 20% of funds will be released with a final report: a paragraph describing the impact of the program with data collected. Funds will be released when this paragraph is submitted via e-mail to the region governor with a copy to the region treasurer. This paragraph should also be reported in the section report activity log.
* If the applicant is not able to use the PMPP funds for the approved items, then the funds shall be returned to the region.
* If actual costs incurred are less than the amount of the grant approved, only the actual expenses shall be covered.
* Required documents must be submitted within 30 days of the end of the program.
* Treasurer will issue final disbursement checks within 30 days of receipt of documentation.

# Revision History