



# Society of Women Engineers

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## Region H Small Section Program Development Grant (PDG-RH) Policy

### Purpose

Provide financial assistance for programs to develop in professional and collegiate “small sections” in Region H. “Small section” is defined as a section with 35 or fewer members.

### Budget

- An annual Region Grant Budget (RGB) will be set by the region council for each fiscal year.
- RGB funds not used during the fiscal year will not be transferred to another fiscal year.
- RGB funds will be divided among qualifying applicants by the governor during the fiscal year.
- Each section can only have one Region grant open at a time. For reference, it is best to have an attendee to volunteer ratio of 4 to 1 or better and cap the request to \$15 per attendee.

### Basic Requirements

- Complete and submit the Region H Small Section Program Development Grant Application.
- The PDG-RH application should describe the new program or describe the current program with how it is being expanded by the section (ie targeting a new audience) to address at least one of SWE’s strategic priorities; advocacy, globalization and professional excellence.
- Requirements may be subject to specific donor criteria, however, in general the program should be dedicated to:
  - Encouraging women and girls of all ages to pursue engineering studies
  - Engaging practicing women engineers in professional development activities
  - Providing a positive forum for Diversity Issues and Training, or
  - Improving the effectiveness of the section.
- Tour/recreational expenses will not be covered by the grant.

### Approval Procedure

- The region treasurer will provide the program grant application form.
- The due date for the application shall be at least 60 days prior to the start of the event.
- The region treasurer will review each expense within the application and will make a recommendation to the region officers for approval or rejection of each expense based on the point values below. The elected region officers shall approve or reject each application. (*Note: The guidelines should not be treated as absolute rules. The purpose of the Program Grants should be kept in mind when processing the applications.*)



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- Point Values – Each column identifies a max value scenario. Adding values for each column will help prioritize and assess grant applications; the max point value is 18 points. If cumulative point value is low, the grant may not be approved.

Point Value	Financial Need – based on section End of Year balance from prior fiscal year	SWE Resources Committed	New program or new audience impact to SWE
5	Less than \$1,000	8:1 or better, group of 16+	Pre-event baseline, impact, & 30 day follow-up
4	\$1,000-\$2,500	7:1, group of 14+	Quantitative impact & 30 day follow-up
3	\$2,501-\$5,000	6:1, group of 12+	Qualitative impact & 30 day follow-up
2	\$5,001-\$10,000	5:1, group of 10+	Quantitative impact
1	Over \$10,000	4:1, group of 8+	Qualitative impact

- 3 Additional points
  - One point will also be awarded if the applicant (section) has submitted two prior section reports complete and on time.
  - Two points awarded if the applicant will present program at a multi-section meeting in the region.
- The total amount approved may be up to 100% of the grant budget for the fiscal year.
- The region 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 at least three times a year (July 30, Oct 30, Jan 30). Additional dates may be identified by the region treasurer. Application due dates will be established by the region treasurer to align with applications process dates above. Each fiscal year, there may be up to three grants approved.

## Guidelines for Approving Program 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 established before the start of the fiscal year 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.
- An applicant that has never received a grant previously will be given greater consideration over an applicant that has.
- The governor may choose in any given year not to give a grant. Reasons for disapproval shall be provided to the applicant.



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## Guidelines for Reimbursement

- Grant conditions may include the following:
  - Must be a section in good standing.
  - Up to 80% of the funds will be initially released per an approved application and invoices indicating where the funds will be directed.
  - The remaining 20% of funds will be released with a final report, a short 4- 5 sentence paragraph describing the impact of the program with data collected (update the future state of application). 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 PDG-RH grant funds for the approved items then the funds released will be returned to the region.
  - If the actual costs incurred are less than the amount of the grant approved, only the actual expense shall be reimbursed.
- Required documents must be submitted within 30 days of the end of the event.
- Region treasurer will issue reimbursement checks within 30 days of receipt of documentation.

## Revision History

- Tuesday, September 24, 2013 – Draft Revision A – Released by Cathy Krier. Reviewed by Dayna Johnson, Kim Groshek, and Alan Cooper.
- Friday, November 01, 2013 – Draft Revision B - Updated by Cathy Krier, addressed review input.
- Friday, November 7, 2013 – Draft Revision C – Updated by Cathy Krier, addressed review input from Jennifer Morikawa.