



**Request for FY2025 Funding from SEI Futures Fund
Due June 1, 2024**

The SEI Futures Fund Board invites proposals from SEI entities for FY2025 (October 1, 2024 – September 30, 2025) efforts in these strategic areas:

- Invest in the Future of the Profession
- Promote student interest in structural engineering
- Support younger member involvement in SEI activities
- Enhance opportunities for professional development

These priorities are consistent with the [Vision for the Future of SE](#). Proposals will be reviewed and evaluated on the strength of their support for the above strategic areas. Proposals for technical research should be directed to the appropriate [SEI Community Executive Committee](#), not to the SEI Futures Fund.

Guidelines

- Proposed activities must benefit the structural engineering profession and/or SEI as a whole, and would not otherwise be funded out of SEI Division or operating funds.
- It is recommended that the proposed activities be completed in the year funded, however you may request an extension up to one year accompanied with a brief progress report and plan for completion and submitted by June 1 subject to approval by the SEI Futures Fund Board.
- Proposals may not include standing committee operating expenses.
- It is required that the proposal include a statement of support/priority from the effort's SEI parent committee (SEI Board or Community Executive Committee) and confirmation that the proposed activity is not otherwise subject to or being considered for funding through the division operating funds.
- Start-up requests for new programs that are intended to be permanent should be accompanied by a plan to make the program financially sustainable.
- If proposal includes in-person event or meeting costs, then include a contingency plan for virtual, and indicate any difference in budget costs.
- To expand participation and value to the broadest audience, include plan to leverage hybrid or virtual event, or record for possible other uses.
- Involve younger members in program efforts to develop future leaders.

Instructions/Timeline

- Proposals and any request for extension must follow the format below not to exceed a five page Word document (including any attachments)
- Due to the SEI Director and Suzanne Fisher sfisher@asce.org by June 1, 2024.
- Funding decisions from the SEI Futures Fund Board will be available in August 2024.
- Brief progress updates are due March 1 and August 1 in advance of SEI Futures Fund Board meetings. A final activity report including lessons learned is required by September 30, 2025.

Proposal format – do not exceed 5 page word document (include page numbers)

- Name of activity proposed
- Indicate SEI entity submitting request
- Submitter name, relationship to entity submitting request, and contact info
- Statement of support/priority from the effort's parent committee and confirmation that the proposed activity is not otherwise subject to or being considered for funding through the division operating funds.
- Date submitted

- Need statement: What is the problem/need? How do you know it is a problem?
- State Intent/Goals. What will the activity accomplish?
- How will the activity accomplish this?
- How does this project benefit the SE profession and/or SEI as a whole?
- How does this project support the SEI Futures Fund strategic areas?
- What will success look like? How will success be measured? What is the deliverable(s) for this effort?
- What expertise are needed to accomplish the activity? Who will be providing the expertise?
- How are you going to recognize the SEI Futures Fund in your work?
- Funding requested: Provide detailed activity budget and timeline. Include start date and end date. Indicate minimum and maximum amount requested.
- If your request is for a program intended to be permanent, include plan to make the program financially sustainable.
- If funds for this effort are committed from other sources, detail source, amount, etc.