



**Request for FY2023 Funding from SEI Futures Fund  
Due June 1, 2022**

The SEI Futures Fund Board invites proposals from SEI Divisions, Committees and Chapters for FY2023 (October 1, 2022 – September 30, 2023) 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 Division 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, Board-level committee, or 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 5 page Word document (including any attachments)
- Due to the SEI Director and Suzanne Fisher [sfisher@asce.org](mailto:sfisher@asce.org) by **June 1, 2022**.
- Funding decisions from the SEI Futures Fund Board will be available in August 2022.
- 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, 2023.

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

- Name of activity proposed
- Indicate SEI Division/Committee/Chapter submitting request
- Submitter name, relationship to entity submitting request, and contact info
- Statement of support/priority from the effort's SEI Division Executive 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.