

2018 STAY Grant Proposal Guidelines

STUDENT TRANSITION ACTIVITY (STAY) GRANTS

Revised July, 2018

Student Transition & Younger
Member Retention Task Committee
(STYMR)

CONTENTS

Contact info.....	2
Timeline for STAY Grant.....	2
Program Description.....	2
Proposal Selection Process.....	3
Proposal Selection Criteria:.....	3
STAY Grant Proposal Requirements.....	4
STAY Grant Proposal Application.....	5
Project Completion.....	7

CONTACT INFO

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1801 Alexander Bell Dr., Reston, VA 20191.
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TIMELINE FOR STAY GRANT

Grant Application Submission Deadline	September 20, 2018
Notification of Grant Awards	September 28, 2018
Grant Money Dispersed	October 30, 2018
All STAY Grant Projects Completed	April 30, 2019
Final Report for STAY Grant due	May 15, 2019

PROGRAM DESCRIPTION

The ASCE Student Transition & Younger Member Retention Task Committee (STYMR) is charged to:

- Forging student-focused relationships between ASCE’s organizational entities
- Strengthening relationships with individual student members
- Educating students about the benefits of Society membership
- Building students’ desire for continued affinity to ASCE

The overall purpose of the STAY grant program is to provide financial support to individual ASCE entities that successfully propose innovative ways to engage student members with the intent to retain those students as life-long, active ASCE members.

PROPOSAL SELECTION PROCESS

The Student Transition & Younger Member Retention Task Committee is comprised of representatives of the Committee on Student Members, the Committee on Younger Members, Member Communities Committee, Leader Training Committee, the ASCE Institutes, and Region leadership. Both academics and practitioners are included. The Sub-Committee will evaluate grant proposals and announce awards.

Funding priority is given to innovative proposals that, in the Committee's judgement, best support the goals of the Student Transition Sub-Committee and **demonstrate the ability to have a measurable impact on students' perceived value of maintaining their affiliation with ASCE after graduation.**

Additional credit will be given to programs that have an explicit plan for sustained outreach in the future after the conclusion of the funded STAY Grant activities have been completed.

PROPOSAL SELECTION CRITERIA:

STAY Grant proposals must meet certain eligibility standards:

- Items and events funded through STAY Grants must correspond to the organizational entity's and the goals of the task committee and that relationship must be demonstrated in the entity's grant proposal and Final Report.
- Highest priority will be given to proposals which support more than one of the task committee's stated goals AND demonstrate a high probability of building students' desire for continued involvement with ASCE beyond graduation.
- The program must connect an ASCE student organization with one (or more) of ASCE's local or regional entities, including Sections, Branches, Younger Member Forums/Groups/Councils, Institutes, Region Governors, or Directors.
- STAY Grant funds are to be used to encourage strategic innovation of existing programs or new programs. While proposals submitted for projects previously funded will still be considered, new innovations and projects will be given priority. Innovations must be strategic and aligned with stated goals.
- STAY Grant proposals from Branches, Institute Chapters, Younger Member Forums or Student Chapters must be submitted through their Sections, with Section approval.
- Each organizational entity may submit up to two proposals. Only one award will be made per entity.
- All projects must be completed by April 30, 2019. (See Section on 'Timeline for STAY Grant')
- Grant proposals for the following items will **not** be considered:

- Student Conferences support
- Social events that do not specifically address STAY grant goals
- Scholarships, cash prizes or memorials
- Office equipment, assets or other capital investments
- Event sponsorships and endorsements
- Travel expenses for non-students to ASCE-sponsored programs, including ASCE leadership training or Legislative Fly-in

If you have any questions about the eligibility of a program, contact staff (page 2) for guidance before submitting the Grant Application.

STAY GRANT PROPOSAL REQUIREMENTS

STAY Grant proposals requests should

- Include a complete Stay Grant Application (see below) emailed to youngermember@asce.org
- Be between \$500 and \$1,500
- Be only one grant proposal per project
- Be either a single component of a larger program or a one-time expense
- Support the goals of the Student Transition & Younger Member Retention Task Committee (see above)
- Have a measurable impact on students' perceived value of maintaining their affiliation with ASCE after graduation.
- Consider future implementation after the one-time STAY Grant is completed
- Be submitted through the entities' Section, with Section approval

STAY GRANT PROPOSAL APPLICATION

STAY Grant Proposal Application

CONTACT INFORMATION

STAY Grant proposals from Branches, Institute Chapters, Younger Member Forums or Student Chapters must be submitted through their Sections, with Section approval.

Name of the Entity Requesting Grant (Section, Branch, YMG, Institute, Chapter)

Section Endorsement: _____
Section President Name *(print)* Signature / Date

Primary Contact Person: *(this is to whom the Grant check will be sent, if awarded)*

Name: _____

Email: _____

Phone: _____

Mailing Address: _____

Total Amount Requested: \$ _____

If awarded, make check payable to: _____

INTRODUCTION

- ❖ Provide general overview of project. Include the origination of the project idea and how it developed.
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- ❖ List the goals of the project.

IMPACT

- ❖ Describe how this activity would maximize exposure to students and student chapters. What is the size of the target student audience? How will the activity attract non-member students to formally join ASCE? How will the activity convince ASCE student members to transition to Associate level? Estimate number of member and non-member student participants and their years (for example, Sophomore).
- ❖ How will the project provide an opportunity to an ASCE local level entity (for example, Younger Member group) to effectively interact with students?
- ❖ How will project strengthen relationships with individual student members?
- ❖ How will the project educate students about the benefits of Society membership, build their desire for continued affinity to ASCE after graduation and see ASCE as a “must have” association? What planned key points will be stressed?
- ❖ Describe how the plan will measure effectiveness in terms of recruitment and subsequent retention. How will it be shown that the activity met the planned goals?

PLANNING

- ❖ Provide a detailed schedule that meets Grant timeline requirements.
- ❖ Provide an estimated budget indicating resources needed for the project, as well as available resources and additional funding sources and amounts.
- ❖ Describe the coordination of the activity with a student chapter. How will the student chapter be involved in the planning of the activity?
- ❖ Will proposed activity be combined with funding from other sources? If so, explain what sources and the amount of funding from other sources.

SUSTAINABILITY

- ❖ Describe plan for long-term continuity of the project. How will the planned outreach effort be sustained in the future?

PROJECT COMPLETION

All recipients of STAY Grants are expected to **complete their projects by April 30, 2019.**

A Final Report must be submitted by May 15, 2019.

If for any reason the Grantee is unable to complete the approved project as described in their STAY Grant proposal, the Grantee may request via email (student@asce.org) an extension or reallocation of awarded STAY Grant monies. Project leads should work with staff to ensure their revised program meets the requirements of the STAY Grant program. If a revised program is not found or approved, the STAY Grant funds should be returned by check made payable to “ASCE STAY Grant,” to the attention of:

Diana Kane, Manager, Student and Younger Member Programs
ASCE
1801 Alexander Bell Dr.
Reston, VA 20191.

Grant recipients are required to return any unused grant funds to ASCE for future allocations through the STAY Grant program.