

**2019-2020 Student
Transition Activity (STAY)
Grant Proposal guidelines
and Application**

Revised July, 2019

Student Transition & Younger Member Retention
Committee (STYMR)



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CONTACT INFO

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KEY DATES

Proposal submission deadline	September 20, 2019
Notification of awards	by October 11, 2019
Project completed	April 30, 2020
Final Report due	May 15, 2020
Financial reimbursement based on receipts in Final Report	June 5, 2020

PROGRAM DESCRIPTION

The ASCE Student Transition & Younger Member Retention Committee (STYMR) charge is to **develop instruments/programs/pathways using ASCE’s multiple membership communities to engage ASCE’s Student Members at critical touch points during their experience as students** with the following goals:

- forge relationships between organizational entities (sections, branches, younger member forums/groups/councils, institutes, student chapters)
- strengthen relationships with individual student members
- educate students about long term benefits of Society membership
- help build students’ desire for immediate and 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 STYMR 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 Committee will evaluate grant proposals and announce awards.

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

Proposals that have an explicit plan for sustained funding and outreach in the future are preferred.

PROPOSAL SELECTION CRITERIA

The STAY Grant Selection Committee strives to equitably allocate funds among various entities within and across Regions, recognizing all entities have different resources, needs and goals.

Proposals must meet certain eligibility standards:

- The proposed program must connect an ASCE student organization with one (or more) of ASCE's organizational entities, including Sections, Branches, Younger Member Forums/Groups/Councils, Institutes, Region Governors, or Directors.
- 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.
- Highest priority will be given to proposals which support more than one of the committee's stated goals AND demonstrate a high probability of building students' desire for continued involvement with ASCE beyond graduation.
- 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.
- Projects must be completed by April 30, 2020
- Grant proposals for the following items are *discouraged*:
 - Student conference support
 - Exclusively social events that do not specifically address at least several STYMR 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.

PROPOSAL REQUIREMENTS

STAY Grant proposals should

- Request funding between \$500 and \$1,500
- Request funding for only one specific project
- Be either a single component of a larger program or a one-time expense
- Support the goals of the STYMR Committee (see above)
- Have a measurable impact on students' perceived value of maintaining their affiliation with ASCE after graduation.
- Have a plan for future continuation after the one-time STAY Grant is completed
- Be submitted with Section approval

To submit a STAY Grant Proposal:

1. Complete the Proposal Application (below)
2. Email application as a PDF, along with any supporting documents to student@asce.org **no later than September 20, 2019**. *Please include "STAY Grant" in email subject line.*
3. You will receive an electronic confirmation of receipt to indicate your proposal has been received.
4. Notification of the status of all proposals will be made by October 11, 2019 via email to the project lead provided.

PROJECT COMPLETION AND FINAL REPORT

All recipients of STAY Grants are expected to **complete their projects by April 30, 2020**.

A Final Report must be submitted by May 15, 2020. (See Addendum)

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.

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 Notification _____
Section President Name (*print*) _____ Date of Notification _____

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 a general overview of the proposed project, including the origination of the project idea and how it developed.

List the goals of the project, including how it will encourage students to join ASCE and continue as a professional member after graduation.

IMPACT

- ❖ Describe how the project will expose and educate students and student chapters about ASCE and the civil engineering profession. How will the project strengthen relationships with individual student members?

IMPACT continued

- ❖ Estimate the number of member and non-member student participants and their years (for example, Sophomore).
- ❖ Describe how the project will attract non-member students to formally join ASCE. What planned key points will be included?
- ❖ Describe how the activity will encourage ASCE student members to transition to Associate membership after graduation. What planned key points will be included?
- ❖ Describe how the project will provide an opportunity to an ASCE local level entity (for example, Younger Member group) to effectively interact with students?
- ❖ Describe how the project effectiveness will be measured.

PLANNING

- ❖ Provide a detailed schedule that will conclude no later than April 30, 2020.
- ❖ 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 the student chapter(s). How will the student chapter(s) be involved in the planning of the activity?
- ❖ Describe the plan for long-term continuity and sustainability of the project. How will the planned outreach effort be sustained in the future?

PROJECT COMPLETION AND FINAL REPORT

- ❖ Projects must be completed by April 30, 2020.
- ❖ A Final Report receipts totaling the amount of the grant must be submitted by May 15, 2020.
- ❖ If for any reason the Grantee is unable to complete the approved project as proposed, 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.

STAY Grant Final Report

As a STAY Grant recipient, to receive reimbursement, you must prepare and submit a Final Report. Please use the form below to complete your Final Report. Submit a single PDF with all required attachments, *including receipts*, **by May 15, 2020** to the Student Transition Younger Member Retention Task Committee at student@asce.org.

Grant Details

- ❖ Name of Grantee (Section, Branch, YMG, Institute Chapter):

- ❖ Primary Contact Person (*this is to whom the Grant check will be sent*):

 - Email _____
 - Phone _____
 - Mailing Address _____
- ❖ Event Title _____
- ❖ Proposed Grant Amount \$ _____
- ❖ Actual Cost, to be reimbursed \$ _____
- ❖ Total number of ASCE members who participated in the program _____
 - Student Members _____
 - Younger Members (professionals age 35 and under) _____
 - Professionals over age 35 _____
- ❖ Total number of *non* ASCE members who participated in the program _____
 - Student Members _____
 - Younger Members (professionals age 35 and under) _____
 - Professionals over age 35 _____
- ❖ Total number of *new* ASCE members signed up through the program _____
 - Student Members _____
 - Younger Members (professionals age 35 and under) _____
 - Professionals over age 35 _____

STAY Grant Final Report continued

Introduction:

- ❖ Provide a general overview of the project, summarizing the major components and their associated costs.
- ❖ Describe each goal of the project.
- ❖ Describe how well the project encouraged students to join ASCE and continue as professional members after graduation.

Impact:

- ❖ Describe how the project exposed and educated students and student chapters about ASCE and the civil engineering profession. How did the project strengthen relationships with individual student members?
- ❖ Describe how the project attracted non-member students to formally join ASCE. What key points were included?
- ❖ Describe how the activity encouraged ASCE student members to transition to Associate membership after graduation. What planned key points were included?
- ❖ Describe how the project provided an opportunity for an ASCE local level entity (for example, Younger Member group) to effectively interact with students.
- ❖ Describe how project effectiveness was measured.

Reflection:

- ❖ Provide a budget summary, including additional funding sources and amounts.
- ❖ Describe the plan for long-term continuity and sustainability of the project. How will the planned outreach effort be sustained in the future?
- ❖ Describe how well each goal of the project was attained.
- ❖ What lessons were learned? What would you ensure would remain the same and what would you change if you were doing it again?