

Guidelines for Submitting Request for Special Project Funding prepared by EDU committee

Updated 2017

Introduction

The Education Committee has Special Project Funding to support financially the activities or extraordinary expenses related to chapters' new innovative projects linked to their educational outreach. Since the Chapters are in the best position to provide this in their local communities, the following has been prepared to help with funding requests.

Guidelines

1. Each event must be submitted on a separate request, even if it was from the same Chapter.
2. EDU committee will assess and approve the request based on supporting documentation, event details, scope, available funds and interest generated.
3. Each Chapter can submit multiple requests per calendar year for a max of \$1000 total per Chapter.

Application Process

Step1: Applicant Chapter must submit a pre-event funding request prior to executing the event, as noted below:

1. Before the event, funding request must be completed using the Special Project application form and submitted to EDU at least 2 months in advance of the event. The form should include background on the activity/event, the date, expected number of attendees, forecasted budget, expenses and sources of revenue, and signed by the chapter's chair and EDU coordinator.

2. A complete and signed funding request should be sent to Tracey Caruana – Manager, Engineering Intern Programs with a copy to the EDU Committee Chapter Liaison coordinator.
3. EDU committee will evaluate the Chapter's funding request and communicate with the Chapter within 14 business days of the decision date.
4. If the event is approved, EDU will pre-approve funding based on the forecasted costs up to 70% of the total amount.

Step 2: Applicant Chapter must submit a post-event report, as noted below:

1. After the event, post-event report must be completed using the Special Project application form and submitted to EDU within 1 month of the event's date. The form should include the activity/event description, the date, actual number of attendees, actual expenses (with original receipts) and sources of revenue; and signed by the chapter's chair and EDU coordinator. If the actual costs were different than forecasted, the Chapter should provide an explanation as to why and how the difference will be covered.
2. A complete and signed funding request should be sent to Tracey Caruana at tcaruana@peo.on.ca.
3. EDU committee will review the post-event report and if approved, will release to the Chapter the rest of 30% of the requested money.

Terms of References

1. The project for special funding should be a new event for the Chapter.
2. The project should meet the Chapter's educational outreach objectives.
3. The project should create an opportunity for the Chapter to engage with the public and promote PEO Education Committee outreach objectives.

Approval Criteria

1. EDU committee will assess and approve the request based on supporting documentation, event details, scope, available funds and interest generated.
2. Priority will be given to requests that create maximum exposure and benefit with the public. The following events will be considered on a case by case basis:
 - a. Attending outreach conferences and exhibits
 - b. Transportations costs for PEO volunteers, students, public
 - c. PEO member volunteer travel, parking and meal expenses
 - d. Promotional items such as T-shirts, pamphlets.
 - e. Student meals (Pizza lunch).
 - f. Permit to use the school gym for a day.

Out of Scope

The following items will not be covered:

- Annual/repeated Chapter events.
- First Robotics/FLL events.
- National Engineering Month events.
- Out of province events.