

**CEEA-ACÉG Request for Funding to Support Events or Activities**

The CEEA-ACÉG Board is delighted to launch a pilot program to facilitate the activities and growth of the Special Interests Groups (SIGs) and support ideas and events from the membership. The purpose of these mini-grants is to promote SIG and membership engagement, knowledge building, and growth of community. Examples of such activities could be to network around a specific topic, share best practices, discuss scholarly works-in-progress; the possibilities are limited only by your creativity. There will be three Calls for Mini-Grant Proposals, for the period of January – April, May – August, and September – December. Funds will be subject to budget availability.

**INSTRUCTIONS**

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| ▪ | Please **do not** modify, remove text, questions or instructions or reformat the application form in any way. A modified form or an incomplete application will not be considered. |
| ▪ | The proposal should be written and submitted **at least seven (7) weeks** prior to the planned event or activity. Please plan for a review period of three (3) weeks, after which the primary contact will be informed whether the proposed project is funded. |
| ▪ | The proposed activity or event must be **after** project approval and after the receipt of the award funds. |
| ▪ | The Activities & Professional Development (A&PD) Committee of the CEEA-ACÉG Board will facilitate the adjudication process. Following review, the A&PD committee may i)send the application to the CEEA-ACÉG board with a recommendation to fund the project, ii)return the application to the applicants with some required changes, prior to a re-evaluation of that application, or iii) reject the application. |
| ▪ | The CEEA-ACÉG Board will hold a vote on whether to fund the projects sent to it by the A&PD committee. If the proposal is approved by the CEEA-ACÉG Board, the awarded application will be branded and publicized as a CEEA-ACÉG activity. |
| ▪ | If the proposal is approved by the CEEA-ACÉG Board, the funded applicant will provide a brief written report back to the board within the first 30 days after the end of the project. The report should address how proposed outcomes and expected results were achieved (or why they were not). It should also provide a spreadsheet of actual expenses. |
| ▪ | The award must be used within one year (365 days) from the date of award notification. Unused funds may be required to be returned to CEEA-ACÉG. |
| ▪ | Proposals will be accepted on a rolling basis and should be submitted to [memberadministrator@ceea-aceg.ca](mailto:memberadministrator@ceea-aceg.ca) along with any questions pertaining to these mini-grants. |

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**Application Form**

1. **Name(s) of funding requestor(s):**

1. **Primary contact’s information (email, phone, mailing address):**

1. **Please provide your CEEA-ACÉG membership number(s):**
2. **Organization:**
3. **Proposal submission date:**

1. **Proposed date(s) and duration of activity or event:**

1. **If you are representing a SIG or related engineering education group, please indicate it here:**
2. **Title of activity or event:**
3. **Description of proposed activity (approx. 200-word limit):**

1. **Description of how the activity or event aligns with** [***CEEA***-***ACÉG’s vision, mission, and*** ***purpose***](http://www.ceea.ca/about-us) **(approx. 200-word limit):**
2. **Expected impact(s) of the proposed event or activity, e.g. please address “who, why, how many, where, etc. (approx. 200-word limit):**

1. **Requested amount (up to $1000):**
2. **Proposed use of funding and goals (approx. 200-word limit, a spreadsheet of proposed expenses must be included):**
3. **Identification of other funding contributions and sources (if applicable).**

**The complete proposal must not exceed 1000-words total.**