

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

The CEEA-ACÉG Board is pleased to offer these Mini-Grants as a way to support ideas, projects, and events from the membership. The purpose of these Mini-Grants is to promote SIG and general membership engagement, research, knowledge building and dissemination, and the growth of our community. Examples of funded projects include networking events around specific topics, financial support for data collection and analysis in engineering education projects, the development and dissemination of resources on best practices in engineering education, and the organization of conferences and symposia in which our members participate. The possibilities are limited only by your creativity however, and we will review all proposals submitted as long as they align with the CEEA-ACÉG mandate. Proposals will be reviewed on a rolling basis, and funds will be subject to budget availability. Please refer to the instructions below and complete the accompanying form to apply. Please note that some in-kind logistical support (e.g. online registration and marketing support) *may* be available to funded projects, subject to review. If this would be useful to your project, please complete the relevant section in the application form.

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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 complete proposal should be submitted **at least ninety (90) days** prior to the planned event or activity. Please plan for a review period of three (3) weeks, after which the primary contact for the project will be informed whether the proposed project is funded.  |
| ▪  | The proposed activity or event must occur **after** the approval of the project, and after the receipt of the award funds. These grants cannot be used to defray the costs of past events. |
| ▪  | 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 applicant(s) 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 recommended to it by the A&PD committee. If the proposal is approved by the CEEA-ACÉG Board, the funded activity or project will be branded and publicized as a CEEA-ACÉG activity.  |
| ▪  | If the proposal is funded by one of theses grants, the funded applicant(s) will provide a brief written report to the A&PD committee, following the provided template, within the first 30 days after the end of the project. The report will address how proposed outcomes and expected results were achieved (or why they were not). It should also provide a spreadsheet of actual expenses. The information provided in this report will be used to showcase the project on the CEEA-ACÉG website.  |
| ▪  | The award must be used within one year (365 days) from the date of notification of project funding. Unused funds may be required to be returned to CEEA-ACÉG.  |
| ▪  | The default maximum value of the grant is $1000. However, if the proposed event can be reasonably foreseen to engage at least 50 people, with at least half of them being CEEA members, up to $2000 may be requested. Proposals will be accepted on a rolling basis and should be submitted to memberadministrator@ceea-aceg.ca along with any questions pertaining to these Mini-Grants.  |

**INSTRUCTIONS**

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

**Application Form**

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

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

1. **CEEA-ACÉG membership number(s) of the requestor(s):**
2. **Organization:**
3. **If you are representing a SIG or another engineering education group, please indicate it here:**
4. **Title of the proposed activity or event:**
5. **Description of the proposed activity or event (approx. 200-word limit):**
6. **Proposed date(s) and duration of activity or event:**
7. **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):**
8. **Expected impact(s) of the proposed event or activity, e.g. please address “who, why, how many, where, etc. (approx. 200-word limit):**
9. **Requested amount (see instructions for maximum amounts):**
10. **Proposed use of funding and goals (approx. 200-word limit, a spreadsheet of proposed expenses must be included):**
11. **Identification of other funding contributions and sources (if applicable):**
12. **Description of any logistical support that would benefit the project (e.g. registration through the CEEA-ACÉG WildApricot portal, advertising of event or activity, etc – subject to availability of these services and this will be evaluated independently of the funding request):**

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