

SWE Tulsa NEO Mini-Grant Submission Guidelines

<p><u>Background</u></p> <p>SWE recognizes that some events and activities may be too small to attract major donors but can have a great impact on the participants. The mini-grant program is intended to help fund these events.</p> <p>SWE Outreach Mini-Grant funds allow groups to obtain funds for programs focused on at least one of SWE's strategic goals:</p> <ul style="list-style-type: none"> ● Education and Outreach ● Inclusive Organization ● Knowledge Source ● Professional Leadership ● Value and Benefit <p>Grants are awarded by the Tulsa NEO Executive Team based on the proposals submitted, in accord with the evaluation criteria.</p>	<p><u>Program Requirements</u></p> <p>Program requirements may be subject to specific donor criteria, however, in general the programs should be dedicated to:</p> <ul style="list-style-type: none"> • Encouraging women and girls of all ages to pursue engineering studies • Engaging practicing women engineers in professional development activities • Providing a positive forum for Diversity Issues and Training, or • Improving the effectiveness of the Society of Women Engineers <p>All organizations within the Oklahoma area promoting one of the above requirements are eligible to apply. Additional rules are located on the application form.</p>
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Evaluation Process

Tasks	Time Schedule	Comments
Proposal submission	Awards are awarded on a rolling basis until the funding is gone	Complete, informative
Committee evaluation	2 weeks post submission	Based on set criteria
Notification letter	1 week post evaluation	From VP Outreach to organization's contact
Funding release	1 week post notification letter	From Treasurer to organization's contact

<p><u>Mini-Grant Evaluation Criteria</u></p> <ul style="list-style-type: none"> • 40% Potential impacts of deliverables • 40% Alignment with SWE strategies • 20% Proposal completeness <ul style="list-style-type: none"> • Proposals received that are incomplete will not be evaluated. 	<p><u>Mini-Grant proposal submission requirements</u></p> <ul style="list-style-type: none"> • Submission Form • Program/Project Budget <p><u>Mini-Grant project report requirements</u></p> <ul style="list-style-type: none"> • Report: What the money was used for and how the donation impacted the organization/activity.
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Note: To help expedite the evaluation, please be sure to provide complete, informative proposal and budget forms. Additional information about Tulsa-NEO Mini-Grants can be found on <http://tulsaneoswe.org/outreach.html>. If you are interested in submitting a proposal and would like more information, please contact the VP of Outreach at Tulsa.SWE@gmail.com.