SWE Tulsa NEO Mini-Grant Submission Guidelines

**Background**
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.

SWE Outreach Mini-Grant funds allow groups to obtain funds for programs focused on at least one of SWE’s strategic goals:
- Education and Outreach
- Inclusive Organization
- Knowledge Source
- Professional Leadership
- Value and Benefit

Grants are awarded by the Tulsa NEO Executive Team based on the proposals submitted, in accord with the evaluation criteria.

**Program Requirements**
Program requirements may be subject to specific donor criteria, however, in general the programs should be dedicated to:
- 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

All organizations within the Oklahoma area promoting one of the above requirements are eligible to apply. Additional rules are located on the application form.

**Evaluation Process**

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

**Mini-Grant Evaluation Criteria**
- 40% Potential impacts of deliverables
- 40% Alignment with SWE strategies
- 20% Proposal completeness
- Proposals received that are incomplete will not be evaluated.

**Mini-Grant proposal submission requirements**
- Submission Form
- Program/Project Budget

**Mini-Grant project report requirements**
- Report: What the money was used for and how the donation impacted the organization/activity.

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://tulsaneo.swe.org/outreach.html](http://tulsaneo.swe.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.