

PDG Online Form

Applying for PDG Funds

This form can be used by SWE sections, members-at-large, committees or others to apply for funds to conduct activities which align with the mission of the Society of Women Engineers.

These events may include SWE-led external events advocating for females in engineering and technology, such as outreach with girls, parents, educators, corporations, or general community.

Funds may also be used for SWE-led events that advocate for SWE members, such as professional development, SWE leadership development, and committee productivity improvements.

1. The proposal must be sponsored by a legitimate SWE organization, such as a Section, Region, MALs, Society Committee, or Affiliate (international).
2. The proposal must be submitted by a currently paid SWE member.
3. The project must be managed by a currently paid SWE member.
4. Any SWE organization requesting funds must be in good standing with the Society.
 - The President and Treasurer (or other fiscal authority) must be paid members of SWE.
 - Section or MAL's must have submitted their annual report to SWE Headquarters at the close of the last fiscal year (as required).
5. Proposals from Society Committees must include a copy of Board Meeting Minutes or Notes clearly stating approval by the Board of Directors.
6. SWE organizations requesting funds may have no more than three outstanding reports, deliverables, or unreturned unused funds totaling up to \$15,000 for projects previously funded by a Program Development Grant.

Proposal Requirements

A. Proposed projects must be SWE-led, oriented towards women or girls, have significant SWE involvement and address one of the following:

- Encourage women and girls of all ages to pursue engineering or technology studies
- Engage practicing female engineers or technologists in professional development activities
- Provide a positive forum for globalization and multicultural initiatives, or
- Improve operational effectiveness of the Society of Women Engineers.

B. The project must occur after the submittal date. For recurring events, the project must start after the submittal date.

C. The proposal must be submitted by the deadline date (1st of each month).

D. The proposal must follow the guidelines here <http://societyofwomenengineers.swe.org/page/4187-program-development-grants>

1. PDG ID (to be entered by committee after submittal)

*** 2. Are you a SWE member? If Yes, please provide your name and membership number in the text box below.**

If No or I don't know, you may not complete the rest of this request.

Your membership number may be found once logged in to the SWE Membership directory at <http://www.swe.org>. Select Membership, Directory, then Login. Once in, select Update My Information and your ID is at the top.

- Yes
 No
 I don't know

Submitter Name/Member ID:

*** 3. Does the requesting Section/MALs or SWE organizational unit to be funded have any outstanding Program Development Grants?**

If yes, please provide PDG ID(s) and amount(s) in Comments. Separate multiple grants with semicolon(s).

Note that only 3 outstanding grants are allowed, for a maximum of \$15,000 value. If final report has been submitted but is not yet dispositioned by PDG committee, do not include here.

- Yes, 1 other
 Yes, 2 others
 Yes, 3 or more
 No
 I don't know

Comments (Grant ID, \$)

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*** 4. Project Name:**

*** 5. Date Project Event Will Occur (if recurring event, please list the date of the last event)**

6. SWE Organization Name: (e.g. Las Vegas section, UCLA collegiate section, Membership committee)

7. SWE Org ID:

SWE ID	Region	ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

Other (please specify)

*** 8. Please provide details about your Project team.**

Project Manager Name:

Project Manager email

Treasurer/fiscal authority Name:

Treasurer email:

Mailing Address for payment:

9. Is your section currently signed up through bill.com to conduct SWE financial transactions?

Note that this is the fastest way to get paid once your project has been approved. Please contact Philip Thakadiyil at Philip.Thakadiyil@swe.org for more information.

- Yes
 No
 I don't know

*** 10. Is your SWE leadership, specifically your Treasurer or other fiscal authority, aware this Request is being submitted?**

- Yes
 No
 I don't know

Project/Event Details

Provide details about the event.

*** 11. Please provide the purpose of the project/event. Check all that apply.**

- Pre-College Outreach SWE Leadership Development Professional Development Community Advocacy (includes adult advocacy, in-service teacher training, Parent and Educator Programs) Other internal advocacy (tools, rewards, training, etc.)

Other (please specify)

12. When considering SWE's strategic objectives, which is/are the focus of this event?

	Advocating for females in engineering and technology	Aspiring towards Professional Excellence	Encouraging Globalization
Primary Goal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Secondary Goal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other objective (please specify)

*** 13. Please provide a 4-5 sentence description of the event (400 characters).**

*** 14. Is your Project/Event a single day event or recurring?**

- Single day
 Recurring

Recurring events may include multi-day events and periodically recurring events.

In next question, please provide TOTAL duration of time when participants were learning or doing.

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*** 15. What is the TOTAL event duration not including prep or cleanup time?**

- Under 4 hours
- 4-6 hours
- 6-8 hours
- Over 8 hours

Attendees and Volunteers

Provide details about attendees and volunteers.

*** 16. Attendees or Participants**

# Females below Age 18	<input type="text"/>
# Females, Collegiate	<input type="text"/>
# Females, Professional (include female teachers/parents here)	<input type="text"/>
# Males, all ages (include male teachers/parents here)	<input type="text"/>
# Non-SWE members (Professional Development events)	<input type="text"/>

*** 17. Describe your volunteer organization for this project/event.**

# Planning Volunteers	<input type="text"/>
# Hours planning (per person, estimated)	<input type="text"/>
Total # Day-of Volunteers	<input type="text"/>
Total # SWE Day-of Volunteers	<input type="text"/>

*** 18. Provide a high level timeline of YOUR PROJECT PLANNING SCHEDULE.**

*** 19. Provide a high level timeline of the DAY OF EVENT SCHEDULE.**

Objectives and Activities

*** 20. Provide at least two and no more than five objectives to be achieved during this project/event and one activity to be used to achieve each of them.**

You may reference links or send as pdf attachments to pdg-chair@swe.org.

Objective 1	<input type="text"/>
Activity 1	<input type="text"/>
Objective 2	<input type="text"/>
Activity 2	<input type="text"/>
Objective 3	<input type="text"/>
Activity 3	<input type="text"/>
Objective 4	<input type="text"/>
Activity 4	<input type="text"/>
Objective 5	<input type="text"/>
Activity 5	<input type="text"/>

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21. If any of the activities involve a speaker, please provide speaker details here.

Speaker #1 Name	<input type="text"/>
Speaker #1 Title	<input type="text"/>
Speaker #1 Email	<input type="text"/>
Speaker #1 Expertise/Topic	<input type="text"/>
Speaker #2 Name	<input type="text"/>
Speaker #2 Title	<input type="text"/>
Speaker #2 Email	<input type="text"/>
Speaker #2 Expertise/Topic	<input type="text"/>
Speaker #3 Name	<input type="text"/>
Speaker #3 Title	<input type="text"/>
Speaker #3 Email	<input type="text"/>
Speaker #3 Expertise/Topic	<input type="text"/>

Project/Event Budget

Please provide estimated costs ONLY for those expenses for which you are specifically requesting PDG funds. Do not show any in-kind expenses or income other than registration fee details here.

Submit only WHOLE numbers.

ESTIMATING GUIDELINES

Registration Fees

Registration fees are expected, but not required, for all events to discourage no-shows. Fees are more nominal at Pre-College and Collegiate levels.

Scholarships for Pre-College event registrations are acceptable in underserved areas.

Food

- General guidelines for any Event:

3-4 hrs - one snack *

4-6 hrs - one snack, one meal

6-8 hrs - two snacks, one meal

8+ hrs - two snacks, two meals

* Exception for professional development, which may be as little as 2 hours.

- When volunteering (role models, speaker, planner, etc.), member(s)' meals are covered.
- Collegiate food generally covered (reasonable).
- Generally, professional attendees must minimally pay for meals. Partial subsidies may be given with justification.

Transportation & Lodging

- Bus transportation to and from events, including shuttles for safety
- Travel and lodging in lieu of speaker fee
- Collegiate mileage to attend SWE leadership events

Supplies

- Giveaways - nominal, donations from companies, discounted books, no cash or gift cards
- Pre-College Outreach T shirts - 4+ hours minimum

Services

- Conference rooms and services
- Security, including additional insurance premiums
- Speaker fees may not be cash and must be shown as paid on receipt
- Photographer or videographer excluded unless integral to the session as more than chronic
- Service fees associated with registration tools for attendees or volunteers
- Data entry support for surveys
- Volunteer administrative fees (clearances, etc.), parking fees, and other costs of volunteer

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*** 22. Is a registration fee being charged? It is recommended that, minimally, fees be lower for members than non-members.**

- Yes, one level fee structure
- Yes, multi-level fee structure
- No

Other (please specify)

Registration Fees

*** 23. Describe any registration fee structure up to four levels below, including \$ per head.**

For each tier applicable below, describe the fee by participant type, for example,

Tier 1 - Girls \$5, Tier 2 - Parents \$7 or

Tier 1 - Collegiate \$5, Tier 2- Professional \$15 or

Tier 1 - SWE Professional \$25, Tier 2 - non-SWE Professional \$35

Tier 1	<input type="text"/>
Tier 2	<input type="text"/>
Tier 3	<input type="text"/>
Tier 4	<input type="text"/>

Cost Details

*** 24. Is funding being requested for either fees or T&L for a professional speaker (someone who earns income from speaking or delivering workshops)?**

If yes, include website link below.

Also include estimated costs in section A Contracted Services OR B Transportation and Lodging.

- Yes
- No

Link to website:

*** 25. Provide estimated costs for Contracted Services.**

Round to the nearest dollar. Enter 0 in first box if not applicable.

PDG will not fund photo- or videographers unless specifically related to activity, such as branding or professional development.

A1 Professional services (example: speaker fees)	<input type="text"/>
A2 Clerical support	<input type="text"/>
A3 Security	<input type="text"/>
A4 Insurance	<input type="text"/>
A5 Other contracted services	<input type="text"/>

*** 26. Provide estimated costs for Transportation and Lodging.**

Round to the nearest dollar. Enter 0 in first box if not applicable.

PDG will fund speaker fees OR transportation and lodging expenses, not BOTH.

B1 Bus	<input type="text"/>
B2 Mileage (use \$0.575/mi)	<input type="text"/>
B3 Lodging	<input type="text"/>
B4 Other transportation	<input type="text"/>

*** 27. Provide estimated costs related to Food and Beverages.**

Round to the nearest dollar. Enter 0 in first box if not applicable.

C1 Snacks	<input type="text"/>
C2 Meals	<input type="text"/>
C3 Other food or beverages	<input type="text"/>

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* 28. Provide estimated costs related to Supplies.

Round to the nearest dollar. Enter 0 in first box if Supply costs not applicable.

D1 Badges	<input type="text"/>
D2 T-Shirts	<input type="text"/>
D3 Supplies for activities	<input type="text"/>
D4 Other supplies	<input type="text"/>

* 29. Provide estimated costs related to Publications/Printing/Mailing.

Round to the nearest dollar. Enter 0 in first box if costs not applicable.

E1 Participant Handout Copies	<input type="text"/>
E2 Other reproduction or distribution costs	<input type="text"/>

* 30. Provide estimated costs related to Facilities for this event.

Round to the nearest dollar. Enter 0 in first box if costs not applicable.

F1 Conference Room	<input type="text"/>
F2 Other Facilities cost	<input type="text"/>

* 31. Provide estimated costs related to Publicity for this event.

Round to the nearest dollar. Enter 0 in first box if costs not applicable.

G1 Newspaper Announcement	<input type="text"/>
G2 Flyers and Posters	<input type="text"/>
G3 Other publicity	<input type="text"/>

* 32. Provide summary of estimated funds related to Project/Event.

Total Project Cost (I) minus II, III, and IV, should equal V. Round to the nearest dollar.

I Total Project Cost (what the event or project costs in total)	<input type="text"/>
II Income from Registrations	<input type="text"/>
III Contributions from section or region funds	<input type="text"/>
IV Other contributions	<input type="text"/>
V Total \$\$ Requested from PDG funds	<input type="text"/>

Documentation

* 33. Please list all documents being sent via email to pdg-chair@swe.org.

List N/A if none.

34. Please provide any other details you think might be important to know about this event.

Please send any required documentation to pdg-chair@gmail.com or pdg-chair@swe.org.