



THE UNIVERSITY OF ARIZONA

College of Engineering

MEMORANDUM

TO: College of Engineering Student Clubs

FROM: Jeffrey B. Goldberg, Ph.D.
Dean

James C. Baygents, Ph.D.
Associate Dean

SUBJECT: College Support for Student Activities

Each year, the College of Engineering provides financial support for student activities, particularly those activities associated with the student chapters of the professional engineering societies. Though financial resources are limited, we do what we can to help the student organizations that have clear plans for their activities *and are pursuing other methods of support*.

To that end, the College of Engineering will biannually entertain proposals from student groups for support. By setting these deadlines (one Fall, one Spring) and establishing a formal application procedure, we are able to review and evaluate proposals as a collection, rather than piecemeal. Our intention is also that student organizations will be in a better position to plan and budget for their yearly activities.

Proposals requesting support from the College can be submitted in the Fall or Spring; we anticipate making awards in both semesters. A call for proposals and signature page are attached.

Instructions for Proposals for ENGR Program Funding

A proposal for a grant from this program **must** include:

1. The cover page (official cover page is attached). Print and complete the cover page as the top sheet of your proposal packet. Please note you must obtain the signature of your group's advisor and the signature of the department head that your club belongs to if you have one. If you have no home department, please note so on the cover page.
2. A project/event description:
 - Length: no more than 1 page
 - Font size: 11 point or larger
 - Margins: 1" on top, bottom, left, and right
 - Include:
 - i. Project/event goals
 - ii. Estimates of the number of students/faculty/community members who will participate in project
 - iii. A timing plan (what is the schedule for subtasks and who is responsible?)
3. A one-page project budget with justification of how you are spending money and all matching funds for the project. All proposal budgets must include matching funds from a Department in the College, ASUA or some other source. For example, if the request is for \$500, then there must be matching funds of at least \$500 from your home department in the college, ASUA or another source. It is preferred that your club has already requested and received matching funds, but if you are still awaiting a decision, evidence of the request with an expected decision date must be provided as well.
4. A club bank statement for the current academic year showing bank balances at the end of the last full semester.
5. A complete club budget for the current academic year, including where in the budget this event is accounted for.

At a minimum to be eligible for funding, a group must have, at the time of proposal submission, an up-to-date listing of student officers and contact information on the College of Engineering's Club & Organization Website.

In addition, if the group has a website or Facebook group page, at the time of proposal submission, these platforms must be up-to-date and may include:

- A list of officers with contact information
- A description of the mission of your group
- A calendar of events for current academic year (events and dates)
- A link to the College web site as well as to the University web site
- Labeling (e.g. headers or logos) so that anyone visiting the site knows that the group is associated with the College of Engineering at The University of Arizona

Proposals will be reviewed by a committee. **Evaluation criteria include:**

- Likelihood that the project will achieve its goals within the stated budget
- Breadth of participation (group, college, university, community)
- Number of ENGR students involved in or affected by the proposed project
- Participation in the College of Engineering Student Club Showcase
- Application to ASUA for General Club Funding or Travel Funding

Maximum award per club each academic year is \$1000 and typically runs from \$20 to \$100 per student participating in the activity that the funds are requested for.

Official Cover Page
ENGR Clubs and Professional Societies Funding Program

Group Name:

Project/Event Title:

Date(s) of Proposed Project:

Date Proposal Submitted:

Person submitting proposal:

Officer title/affiliation with the Group:

E-Mail address:

Total Project Budget: \$

Amount Requested: \$

Amount and Source of Matching Funds: \$

Number of ENGR Students on Club Roster: Number of
ENGR Students involved in Proposed Project:

FOR THE CURRENT ACADEMIC YEAR:

Our club is Officially Recognized by ASUA: YES/NO

Our club is Officially Registered with ESC: YES/NO

Our club participated in the Fall Student Club Showcase: YES/NO

Our club applied for ASUA Club Funding (General or Travel): YES/NO

Funding Request Abstract (100 words max):

Club/Society President Signature: _____

Club/Society Advisor Signature: _____

Department Head Signature: _____

FOR COMMITTEE REVIEW USE:

Project description	Project Budget	Bank Statement	Full-year budget	Club Contact Info Updated