

Fall 2016 Deadline: Friday, September 30, 2016

Dear Engineering Student Org/club leader,

The College of Engineering is happy to be able to provide this funding opportunity to support the valuable work your organization does in support of our student and college. If you are considering applying for College support, please review the following guidelines prior to applying:

Guidelines for Student Organizations seeking college of Engineering support

1. Organization Eligibility Criteria

In order to be eligible for funding from the College of Engineering all applicants must meet the following criteria:

- Only applications from student organizations will be considered. The College of Engineering Student Clubs & Organizations Grants Competition does not provide funding to individuals.
- All applicants must be recognized, SJSU student organizations or clubs with an affiliation with the College of Engineering.
- Applications must be received by published deadlines. Only complete applications will be accepted.
- Applicant must be eligible to apply for funding per their compliance with deadlines the previous semester. (Organizations will be notified prior to competition if they are not eligible to apply during a given term).
- Only funding requests for activities funded under specified funding categories will be accepted.

IMPORTANT NOTES:

- Funding to individual organizations/clubs is provided on a competitive basis.
 - Student clubs and organizations are strongly encouraged to seek additional sources of funding – including department, private, and industry resources.

2. Funding Categories and Allowances

Eligible, Engineering affiliated student organizations may apply for Engineering Student Organizations Grant under one of the funding categories specified below. Organizations submitting multiple requests will be disqualified from consideration. Funding will be awarded on a competitive basis and funding is not guaranteed for all applicants.

Funding Categories	Definitions:	Award Amounts:
Technical Project/ Competitions	For completion of mission critical technical projects or participation in local or national individual or team competitions in representation of the organization and San Jose State.	Maximum grant amount: \$2,500 , but not to exceed 70% of total project cost) Request accepted Sept. & February
Conferences/ Trainings	Attendance to local or national conferences, conventions, summits, for the purpose of individual professional development, educational enhancement, training, etc. directly relating to organization's mission and purpose.	Maximum grant amount: \$1,000 , but not to exceed 50% of overall cost Request accepted Sept. & February
Outreach	Mission-critical on or off campus events/activities on behalf of the organization and San Jose State, benefiting SJSU students beyond organization's membership and/or community beyond SJSU.	Maximum grant amount: \$1,500 , but not to exceed 50% of overall cost Request accepted Sept. & February
Community-Building/ Leadership Development Activities	Leadership development or community-building activities for the benefit of organization membership. Activities may include leadership retreats, membership meetings, membership socials, t-shirts....	Maximum grant amount: \$500 , but may not exceed 70% of overall cost Request accepted Sept. & February
Professional Development	On-campus/local mission-critical activities for the purpose of providing professional development opportunities to students. Activities may include hiring a trainer, hosting industry speaker, company tours...	Maximum grant amount: \$500 but not to exceed 50% of overall cost Request accepted Sept. & February
Misc.	For any activities not covered under other categories, but for which organization would still like to be considered for funding or emergency/unexpected expenses. Activities may include equipment purchases or unforeseen expenses under other funding categories.	Maximum grant amount: \$500 Request accepted Sept. & February

3. Funding Cycles/Deadlines

Fall Semester	Spring Semester
<p><i>*Orgs must meet every deadline to be eligible for funding the following semester</i></p> <p>June 15:</p> <ul style="list-style-type: none"> • Deadline: New board members directory <p>August 15:</p> <ul style="list-style-type: none"> • Deadline: Spring post award reports <p>September 1:</p> <ul style="list-style-type: none"> • Fall Application available <p>Sept. 15 or Monday after by 4 pm:</p> <ul style="list-style-type: none"> • Deadline: Grant Application <p>October 1</p> <ul style="list-style-type: none"> • Award Notices <p>October 15</p> <ul style="list-style-type: none"> • Deadline: Award Acceptance 	<p><i>*Orgs must meet every deadline to be eligible for funding the following semester</i></p> <p>January 15:</p> <ul style="list-style-type: none"> • Deadline: Fall funding post-award reports • Deadline: Update board member directory (if needed) <p>February 1:</p> <ul style="list-style-type: none"> • Spring Application available <p>February 15:</p> <ul style="list-style-type: none"> • Deadline: Grant Application <p>March 1 or Monday after by 4 pm:</p> <ul style="list-style-type: none"> • Award Notices <p>March 15</p> <ul style="list-style-type: none"> • Deadline: Award Acceptance

4. Application Procedure

Step 1: Submit [CoE Funding Request Form](#)

(Only unique proposals will be considered for funding)

Only request submitted using Funding request form will be considered. Your request should provide basic information such as what your event is, who will participate, when it will be held, where it will take place, and the event's purpose. The statement must also describe how your organization will market the event to your audience (if applicable). REQUESTS MUST BE SUBMITTED BY STATED DEADLINE AT THE BEGINNING OF EACH SEMESTER, no exception. (IMPORTANT: If deemed necessary, College my request additional/supplemental information including budgets, sample marketing material, etc.)

Step 2: Review & Notifications

- Incomplete proposals will not be considered
- Within two weeks of submission deadline, applicants will be emailed with status of the applications
- If funded, it is the responsibility of awardee to complete any additional requirements by deadline stated on funding notice or risk forfeiting grant.

Step 3: Post-Award Reports

- Post-Award Reports are due by January 15 or August 15 of the semester following term for which funding was awarded.
- Failure to submit post-award report will render organization ineligible for funding the following semester.
- Audits: Organizations may be asked to submit supporting documentation post award. It is recommended that organizations maintain copies of all receipts, attendance lists, agendas, etc. for at least one semester following their funded activity.
- Recommendation: It is advised the organizations submit Post-Award Reports immediately following the activity rather than waiting until the January/August deadline to avoid missing the deadline. No exceptions will be made for funding eligibility the following semester for forgotten deadline.