

SWE Program Development Grant (PDG) Application Checklist

“Yes” is desired to all questions. This is not intended to be a comprehensive list of rules, but a summary of reminders as you build your PDG application. Please consult the full [FAQ](#) and PDG [website](#) for all grant details.

Question	Yes	No
Budget		
Is your request between \$250 & \$5000?		
Did you upload the FY21 PDG Budget Proposal Form ?		
Is your budget balanced? This means the budget income and expenses need to sum to \$0.00.		
Have you requested less money than the event costs? You cannot request more than the total cost of the event.		
Have you listed ALL sources of income (other grants/donations, registration fees, and in-kind donations)?		
If you are requesting PDG funding AND have other funding sources, have you indicated what the PDG funds will be spent on?		
Is your section in good standing?		
Have you included the section’s current EZ form?		
If this is an event you have held before, have you requested a maximum of 50% of the total event cost?		
If requesting funding for materials, have you included details on what they are needed for and for how many attendees? Confirm costs/person based on size of event with the PDG FAQ .		
If requested funding for professional speaker(s), have you included a bio and quote for services with the application? The PDG will not pay for professional fees AND travel.		
If requesting funding for outreach events, does your budget align with the PDG FAQ for the meal guidelines per person based on size of event?		
If requesting a room rental fee for Professional Development, is it <\$100/hour/room for 50 adults?		
Other Grant Applications & Open Grants		
Do you have fewer than 3 open PDG grants? All further applications will be rejected until one is closed.		
Have you confirmed no overdue final reports, reimbursements, or funds not spent?		
Outreach		
Does your event involve activities focused on engaging girls (typically K-12) in engineering and technology related topics OR focused on adult influencers or college students not yet involved in engineering?		
Will your event include at least 50% girls?		
Your event is NOT focused on college recruitment? (PDG does NOT approve college recruiting events.)		
Is a minimum of 40-50% of the event spent on hands-on activities for middle school and younger, 30-40% of the event spent on hands-on activities for high school attendees?		
FIRST Robotics		
Does your team meet all the following criteria: (a) include at least 50% girls who are all members of SWENext; (b) have at least one active SWE member participating at least 50% of the time at meets; (c) have a SWE sponsor (collegiate or professional section, MAL, etc)?		
Professional Development		
Is your event focused on learning a skill that advances SWE members professionally as engineers and technologists?		
Does the application clearly state the learning objective and corresponding activity?		
Is there a registration fee? A registration fee is expected and is expected to cover meal costs for SWE members. Registration fees can have a structure to ask non-members to pay more.		
Expenses That Are Not Typically Funded By Program Development Grants		
Professional services like secretarial, grooming or meeting planning		
Travel expenses (including hotels) for volunteers or adult influencers (except in-lieu-of expenses for professional speakers, as approved)		
Cash prizes		
Gift cards as give-aways		
Speaker Gifts, if the speaker is being paid a fee to speak		
Alcohol		
Capital Equipment, i.e. computers, printers (including 3D printers), and photography equipment		
Professional photography/videography		
Salaries, including camp counselor stipends		
General section planning meetings		
Scholarship awards		
TV advertising		
Fundraising events		
SWE memberships		

Programs That Are Typically Not Funded By Program Development Grants
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University recruitments or orientation events

Outreach for boys only

Non-SWE led events when SWE is not a key event planner
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Events that do not devote most of the time to learning activities

Purely social events

Networking events

Region-sponsored conferences or leadership summits
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SWE section development events

Non-specific events that are placeholders for future events or to fund purchase of equipment for other future events
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Free professional events

Gifts for volunteers (beyond a thank you card)
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If you marked NO to any item, you may not be eligible for a PDG grant. Please consult the PDG FAQs (linked above) or email the [PDG Chair](#).