

Title: Program Development Grant Committee

Effective Date: June 17, 2022 (B2261)

Revision: 4

Supersedes: July 11, 2019 (B2003)

Purpose

The Program Development Grant (PDG) fund was established in 1998 and provides the Society of Women Engineers with a cohesive funding vehicle to financially support activities of its members globally, and in line with SWE's mission to:

Empower women to achieve their full potential in careers as engineers and leaders; expand the image of the engineering and technology professions as a positive force in improving the quality of life, and demonstrate the value of diversity and inclusion.

The funds will be used for programs that are dedicated to:

- Encouraging women and girls of all ages to pursue engineering studies,
- Engaging practicing women engineers in professional development and
- Provide professional development opportunities in support of Diversity, Equity, Inclusion and Belonging (DEIB).

Background Scope

SWE provides program funding. Corporate Donors also pursued.

- In scope:
 - Manage proposal review process, including determining proposals to fund then working with SWE HQ to provide funds to recipients.
 - Maintain and improve proposal documentation for members requesting grants.
 - Maintain and improve training materials for grant seekers.
 - Report progress on grants and funds usage.
 - Maintain and improve communication with grantees to ensure timely project funding and closeout.
- Out of Scope:
 - Answer section finance questions.

Resources and References

- SWE supporting grants for advocacy (includes outreach to primary, secondary, and post-secondary students and adult influencers), collaboration, growth and excellence (includes professional development) for members of SWE worldwide.
- Event Branding and Logo usage should follow Society brand guidelines on SWE.org and included in PDG FAQs.
- Coordinate with other Society committees as required to ensure strategic consistency, including, but not limited to Outreach, Membership, and Curriculum.

Authority & Limitations

- Has budget authority over the grants per the BOD approved annual budget and based on the criteria provided by the corporate grants which provide the PDG funds.
- PDG Committee can only allocate funding to events which are led by SWE Sections, MALs, or Affiliates.
- Funds may be allocated to events led by SWE Affinity Groups if HQ provided funding has been exhausted.

Deliverables

- Provide input to Society Treasurer on status of grants/proposals for SWE Board of Director (BOD) updates.
- Maintain list of grants/proposals that have been approved.
- Review proposals regularly, up to 4 times per Fiscal Year, and ensure feedback is provided in a timely manner to ensure funding can be used if updated proposal is returned.
- Keep statistics of:
 - Proposals received, denied, and funded.
 - Track reports due, completed, and past due.
 - Track outstanding funds.
- Simplify proposal process to minimize SWE member effort in requesting and reviewing grants.
- Update PDG [Web Site](#) with the following resources:
 - Grant application link
 - Grant close-out report link
 - FAQs, including guidelines and grant limitations

Membership

- Chairperson and Chair-elect
- No limitation on the number of members; application through the Society committee membership process.

Criteria for Success

- Full use of funds per annual budget and more visibility of SWE with various audiences thru use of PDG funds.
- Provide funding for both professional development and outreach grants.
- Increased number of SWE entities utilizing grants.

Report To Duration

Society Treasurer

To be reviewed every other year, next review in FY24