

# **NATIONAL ENGINEERING WEEK ONTARIO STEERING COMMITTEE**

## **ENGINEERING WEEK 2009 ACTIVITY FUNDING ASSISTANCE GUIDELINES**

<b>PURPOSE OF FUNDING ASSISTANCE</b>	<p>To encourage engineering and technology groups throughout Ontario to organize activities and events for the public during National Engineering Month (NEM).</p> <p>To increase public awareness of the role of engineering and technology in society.</p> <p>To encourage young people to consider engineering and technology as their careers of choice.</p>
<b>ELIGIBLE GROUPS</b>	<p>Chapters of Professional Engineers Ontario (PEO), Ontario Association of Certified Engineering Technicians and Technologists (OACETT) and Consulting Engineers of Ontario (CEO), university student engineering societies, technology student organizations and engineering technical societies are groups eligible to be Engineering Month Organizers (EMO).</p> <p>Any combination of eligible groups is also eligible to be an EMO; however, the application must give the name of the one individual who will act as the contact. This person would receive the funds if granted and be responsible for reporting.</p>
<b>AMOUNT OF FUNDING</b>	<p>Funding assistance provided by the National Engineering Week Ontario Steering Committee (NEWOSC) is intended to supplement revenue from chapter budgets, local fundraising activities and/or other sources; NEWOSC funding may cover up to a maximum of 50% of the expense budget for a qualified activity. NEWOSC receives a large number of applications each year and has a limited fund with which to work. For NEW 2008, the grants ranged from \$100 to \$850 and the average grant size was around \$600.</p>

## CONDITIONS

To be eligible for NEWOSC funding, applicants must:

1. Organize an activity or event designed for a public audience during National Engineering Month. (NEM 2009 takes place from **Saturday, February 28 to Sunday, March 8.**)
2. Display the official National Engineering Month logo in event publicity.
3. Ensure due diligence is performed with regard to the health and safety of all participants.
4. Verify that you as the organizer(s) and/or the venue are covered by liability insurance for the event. NEWOSC accepts no responsibility or liability regarding the health and safety of participants in funded activities.
5. Send NEWOSC a brief description of the activity for inclusion in Ontario-wide publicity to be received by **Friday, January 9, 2009.**
6. Send NEWOSC a post-event report including attendance figures, media coverage details, photographs and a final financial statement listing revenue sources and amounts and an itemization of expenses by **Monday, March 30, 2009.**

## PROCEDURE

To be considered for NEWOSC funding you **must use the official application form**, following the sample provided, and send your completed application in time to reach NEWOSC by **Friday, November 9, 2009.** Applications received after this date will NOT be considered.

Your application must include a balanced budget for your activity itemizing expected expenses and sources of revenue. (Include the amount of your NEWOSC funding request in your revenue.) Applications not including a budget will NOT be considered.

Multiple applications may be submitted by one EMO; however, each **must appear on a separate form** and have its own budget. A clear statement must be included on each application to indicate whether the activity is a new initiative for which you are requesting funding for the first time or a repeat activity that has been funded by NEWOSC in the past.

**APPROVAL CRITERIA** In assessing applications, NEWOSC will consider the activity plan and budget submitted, the applicant's funding request and history as an event organizer and the extent of available NEWOSC funds. Applications will be evaluated based on the extent to which they meet the following criteria:

ALL APPLICATIONS

1. Is the proposed event designed for a public audience?
2. Will it help to increase public awareness of the role of engineering and technology in society?
3. Is it designed to include young people and to encourage their interest in careers in technology or engineering?
4. Is it likely to, or has it in the past, received local media exposure?
5. Is the funding application form filled out correctly and completely?

REPEAT APPLICATIONS

1. Has the program been expanded or enhanced from previous years without increasing the size of the NEWOSC funding request? Has the activity attracted sponsorship from other sources (local businesses, private donations, etc.)?
2. Does the EMO have a proven history of running a successful event that supports the objectives of Engineering Week?
3. Does the EMO have a history of submitting the required forms/reports on time and in the required formats?

**RESPONSE TIMING** NEWOSC will advise the results of your application by **Friday, December 12, 2008.**

**RELEASE OF FUNDS** Approved funds will be released as follows: 50% following application approval and 50% on receipt of a satisfactory post-event report by **Monday, March 30, 2009.** You must use the official post-event reporting form, following the sample provided. Note that a final itemized statement of revenue and expenses acceptable to NEWOSC must be included.

**SURPLUS FUNDS** Surplus funds may occur if an event is cancelled or if event expenses are lower than anticipated. EMOs must promptly return any surplus funds to NEWOSC.