



NATIONAL SOCIETY OF BLACK ENGINEERS
NATIONAL PROGRAMS ZONE

National Programs Fund *PROPOSAL & REVIEW FORMS*

Last Revised: September 9th, 2011





Program Proposal Form

Purpose

The purpose of this form is to outline the required format for all proposals (funded and non-funded) submitted for review to the National Programs Fund. This form is only available for submission through IMPak. ***Any proposal not submitted in this format will not be evaluated.*** Upon review by the National Programs Committee, the proposal author will be notified of the decision of funding with an explanation from the National Programs Chair.

1.0 Chapter Name

List the NSBE Chapter(s) coordinating the proposed program. Please include the chapter address and the name, telephone number and email address of the chapter president. In the event of a collaboration the contact information is only required for the lead chapter.

1.1 Proposal Author and Key Contact(s)

Identify the chapter's primary and secondary point-of-contact for the program. Provide daytime and evening telephone numbers and email addresses for each.

1.2 Official Name of the Program

Provide the official name of the program.

1.3 Program Dates

List the proposed or actual start date and end date of the program. If this is a recurring program (i.e. hosted in previous years), identify the semester(s) and year(s) that it has occurred.

1.4 Membership Sector Impacted

This section outlines the individuals involved and their respective roles in the program planning, implementation and participation. This list may include NSBE Jr., Collegiate or Alumni members as well as members of groups external to NSBE.

1.5 Program Objectives and Goals

This section should include a brief description, purpose and a prioritized list of objectives and goals for this program. This section should explain the program's anticipated impact on the membership, benefits to its participants and how this program directly fulfills the National Directives or the mission.

1.6 Total Expense of Program

Enter the total estimated expenses for the proposed program.



1.7 Amount of Funding Requested

Enter the total amount of funding requested for the proposed program.

1.8 Program Budget (Upload as Attachment)

This document provides a detailed account of anticipated or actual budget expenses, income and in-kind (no cost) support. The budget should:

- Include sections for expenses and income (i.e. donations, fund-raisers, etc.) with detailed line items for each (i.e. rental fees, supplies, advertising materials, etc.).
- Indicate how requested funds from NSBE will be utilized. (i.e. To which expenses will the funds requested be applied?)
- List any in-kind resources that will be utilized.

Program Review Form

Purpose

The purpose of this form is to outline the required format for all follow-up reports for proposals awarded funding from the National Programs Fund. This form should be submitted no more than 30 business days after the conclusion of the program. ***Failure to submit this form will forfeit the chapter's right to future submissions to the National Programs Fund.*** This form is only available for submission through IMPak.

2.0 Chapter Name

List the NSBE Chapter(s) coordinating the proposed program. Please include the chapter address and the name, telephone number and email address of the chapter president. In the event of a collaboration the contact information is only required for the lead chapter.

2.1 Proposal Author and Key Contact(s)

Identify the chapter's primary and secondary point-of-contact for the program. Provide daytime and evening telephone numbers and email addresses for each.

2.2 Official Name of the Program

Provide the official name of the program.

2.3 Program Dates

List the proposed or actual start date and end date of the program for which you are applying. If this is a recurring program (i.e. hosted in previous years), identify the semester(s) and year(s) that it has occurred.



2.4 Goals / Objectives Review

This section reevaluates the goals and objectives submitted with the initial proposal. Identify which of those goals and objectives were successfully and unsuccessfully accomplished and with a brief explanation for each.

2.5 Constraints / Milestones

List any major constraints that impacted the program's success and key milestones required for the program to be successful. This may include time constraints, financial constraints, staffing constraints or any other resource constraint that may have impacted the quality of the program.

2.6 Impact on Membership

Provide a brief summary of the impact this program had on each membership demographic involved. This summary should also include how many NSBE members (collegiate, alumni, or NSBE Jr.) and non-members participated in this program as well as any positive or negative feedback received about the program.

2.7 Program Budget (Upload as Attachment)

This document provides a detailed account of anticipated or actual budget expenses, income, and in-kind (no cost) support. The budget should:

- Include sections for expenses and income (i.e. donations, fund-raisers, etc.) with detailed line items for each (i.e. rental fees, supplies, advertising materials, etc.).
- Indicate how requested funds from NSBE will be utilized. (i.e. To which expenses will the funds requested be applied?)
- List any in-kind resources that will be utilized.

2.8 Expense Receipts (Upload as Attachment)

To prove relief funds were spent as directed, all expense receipts relating to the expenditure of awarded funds must be submitted.