NATIONAL SOCIETY OF BLACK ENGINEERS
NATIONAL PROGRAMS ZONE

National TORCH Fund
GUIDELINES

Last Revised: October 3rd, 2011

Purpose

The purpose of the National TORCH Fund is to encourage NSBE Jr., Collegiate, and Alumni Chapters of the National Society of Black Engineers to develop or expand their TORCH programming through financial support. As part of this initiative, chapters are awarded seed funding to start new TORCH programs or expand upon existing programs. The funds awarded are specifically for items that directly contribute to the overall success and outcome of the program. Items such as food, transportation and paraphernalia, for example, do not contribute to the success of a program and therefore should not be included in the proposal. The TORCH Fund guidelines provide a general policy, procedure and submission timeline for the entire funding process.

Policy

1.0 Overview

The National TORCH Fund, managed by the National TORCH Chairperson in coordination with the National Programs Chairperson, provides seed funding to NSBE Jr., Collegiate, and Alumni chapters intending to implement programs that positively impact the community in alignment with the TORCH objectives. Chapters that are requesting relief must meet each of the requirements outlined in this document. **It is general policy of the National TORCH Fund to only provide seed funding for any proposed program, meaning that the program must be new or expanded.** However, submission of a proposal does not guarantee approval for funding. Chapters should not depend on this fund to provide repeated support for any program conducted at the chapter level.

1.1 Definition of a "Program"

A program is an <u>organized activity or collection of activities</u> intended to provide a service, opportunity, or resource to members. A program <u>must have clear, defined objectives with measurable outcomes.</u> These objectives should fall directly <u>in line with the National Directives and the mission of this society.</u>

1.2 Fiscal / Program Year

The national programming timeline is aligned with the NSBE fiscal year of August 1st through July 31st. Therefore, all requests to the National TORCH Fund must be made and processed during the same fiscal year in which the program occurs.

1.3 Review Committee

The National TORCH Committee is responsible for the review of all proposals. The National TORCH Chairperson chairs this committee and may include the regional TORCH contact of a requesting chapter. All committee recommendations must be approved by the National Programs Chairperson and follow financial policy.

1.4 TORCH Category

The TORCH categories eligible to be the primary component of a funded program are STEM Community Training, Informal Science and Engineering and Technical Expertise Services. There is a separate funding process for AWFE. Traditional Community Service projects are not eligible to be the primary component of a funded program. A program that is related to an AWFE (funded or not) or has a Traditional Community Service component will still be eligible for funding if the primary component is one of the three funding-eligible components.

Programs that incorporate multiple categories or impact a consistent demographic will be given priority.

Procedure

2.0 Active Status

The member submitting a proposal on behalf of the chapter must be active (as defined by the National Constitution). The chapter(s) involved in the proposal must be listed as chartered and active in IMPak for the current fiscal year for which the program will be implemented. A submission from an inactive member or chapter will not be evaluated.

2.1 Seed Amount

The general policy of the National TORCH Fund is to provide funding for new or expanded programs. Chapters are expected to secure funds for reoccuring programs or seek funds from the National Programs Fund. Submitting a proposal does not guarantee the proposed program will be awarded relief funds from the National TORCH Fund.

2.2 Submission Content

The proposal must be submitted via IMPak in the format outlined in the Program Proposal Form with all sections of the proposal clearly addressed. Provide as much detailed information as possible to support the program proposal and avoid omitting and/or providing vague information. Only one (1) proposal submission per program is allowed.

2.3 Program Start Date

Proposals that do not have a program start date listed will not be considered. If only month and year are specified, the start date will be considered the first day of the month. We recommend that chapters give the last day of the month as the start date if they are not sure of the exact start date of the program. The National TORCH Chairperson must be notified prior to changing the start date of a program awarded seed funding from the NPF.

2.4 Program Frequency

The NPF Review Committee considers the immediate impact as well as the long-term benefits of the proposed program. Chapters are encouraged to present the proposed program as an on-going event, function or activity. On-going or long-term planned programs may be given priority consideration over one-time events. The proposed program should occur on some planned frequency (i.e. weekly, monthly, quarterly, annually, etc.) and any supporting documentation (i.e. metrics) showing past program success and funding should be submitted with the proposal.

Proposal Submission Timeline

3.0 Overview

This section outlines the timeline associated with the review, decision and awarding of proposal submissions to the National Programs Fund. All referenced documentation is available on IMPak or will be provided by the National Programs Chairperson.

3.1 Submit Program Proposal Form

It is recommended for the Program Proposal Form to be submitted once the initial planning is complete and the program has been added to the chapter calendar. The proposal must be completed in its entirety and submitted through IMPak. Any proposal submitted with omitted sections will not be evaluated.

3.2 Proposal Review Period

Upon submission, each proposal will enter a review phase during which the review committee will evaluate the submitted proposal. This review period will last no longer than 10 business days from initial confirmed receipt of the proposal.

3.3 Notification of Proposal Decision

After review, the author of the proposal will be notified by the National TORCH Chairperson of the committee decision. Notification will be forwarded via official letter, whether the proposal is approved or denied. For proposals that are denied, additional proposals for the same event cannot be submitted again within the current fiscal year. A request for additional information by the NPF review committee does not mean the proposal is approved or denied.

THIS POINT FORWARD: FOR APPROVED PROPOSALS ONLY

3.4 Sign Agreement Letter

Once notified of approval, the author will be forwarded an award agreement form to be signed by the chapter president and chapter treasurer. This letter must be returned to the National TORCH Chairperson within five business days of receipt. The agreement letter outlines how the relief funds must be utilized as determined by the National TORCH committee. If the agreement is not returned within the required period (without a request for an extension) the award approval may be reversed and considered a denial.

3.5 Distribution of Award

Once the signed agreement has been received by the National TORCH Chairperson, the award check will arrive to the address specified within 15 business days.

3.6 Submit Program Review Form

Upon completion of the program, the chapter is required to submit the Program Review Form in IMPak. 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 TORCH Fund and the AWFE Releif fund.

Frequently Asked Questions

4.0 Where should proposals be mailed?

Proposals are NOT mailed. Proposals are submitted electronically through IMPak.

4.1 What does the proposal need to include?

The proposal requirements are outlined in National TORCH Fund Submission Guidelines located on the national website. Incomplete proposal submissions will not be evaluated.

4.2 How much funding is available?

The National TORCH Fund is limited in amount and distributed based on approval by the TORCH committee as well as fund availability at the time of proposal review. Once depleted for the current fiscal year, no other proposals will be approved. Thus, it is important to plan programs well in advance and submit proposals as early in the year as possible.

4.3 Will a chapter get funding for the entire expense of the program?

As stated in the guidelines, the chapter will need to submit a budget for the entire expense of the program. Chapters are required to outline all expenses and revenue expected. It is general policy of the National Programs Fund to only provide partial funding for any proposed program. However, submission of a proposal does not guarantee approval for funding. Chapters should not depend on this fund to provide 100% support for any program conducted at the chapter level.

4.4 If approved, how long does it take to receive funding?

If approved, the chapter should expect to receive an award check within 4 to 6 weeks from proposal submission date.

4.5 How many proposals can be submitted each year?

Chapters can submit one proposal for each TORCH program implemented during the current fiscal year. For example, if a chapter plans five (5) programs for an academic year, the chapter may submit up to five (5) different proposals.

4.7 Who should be contacted for additional questions a chapter may have?

The National TORCH Chairperson at torch@nsbe.org.