



National Society of Black Engineers®

***NATIONAL PROGRAMS FUND
POLICY AND GUIDELINES***

Version 2.1

National Society of Black Engineers

National Programs Fund (NPF)

Purpose

The purpose of the National Programs Fund (NPF) is to encourage NSBE Jr. (PCI), Collegiate, and Alumni Chapters of the National Society of Black Engineers in the implementation of their programs. As part of this initiative, chapters are given an avenue in which to strengthen their academic, technical and leadership development programs. The NPF guidelines provide a detailed outline of required documents and policies that assist Chapter Officers in developing their skills in planning, documentation and implementation. The National Programs Chair manages the National Programs Fund.

The grant dollars that are allocated through the programs fund are approved in the National Programs Budget. Approved grants to chapters are intended for chapter programs that support national initiatives that cannot be funded solely through any other resource. Hence, we can support our NSBE Jr. (PCI), Collegiate, and Alumni Chapters without realigning the entire national budget.

1.0 National Programs Fund (NPF) Policy

- 1.1 Overview:** The National Programs Fund (NPF) provides programming grants to NSBE Jr., Collegiate, and Alumni chapters utilizing funds set aside to provide financial assistance to chapters intending to implement programs that fulfill the NSBE Vision or directly impact the National Long Range Plan, National Directives or national programming objectives. Chapters that are requesting grant funding must meet each of the guideline requirements outlined in this document. Submission of grant proposals does not guarantee approval for grant funding. It is general policy of the National Programs Fund to only provide partial funding for any grant proposed program. Chapters should not depend on the fund to provide 100% funding for programs conducted at the chapter level.
- 1.2 Definition of a “Program”:** The aggregation of a group of related functional projects associated with the achievement of specified programs objectives. Programs must directly impact the National Long Range Plan, National Directives or national programming objectives.
- 1.3 Fiscal/Program Year:** The program implementation and completion timeline is aligned with the NSBE fiscal year, August 1st to July 31st. All grant requirements must be satisfied and required closure documentation submitted to the review committee NO LATER THAN 45 days following the start of the program or September 15th, which ever comes first.

2.0 National Programs Fund Proposal Review Committee

The NPF Proposal Review Committee is responsible for the review and approval of chapter program grant submissions. All National Programs Fund allocations must be approved by the National Programs Chairperson, National Treasurer, and the National Chairperson. The National Programs Chairperson chairs the committee and is responsible for developing, maintaining, and overseeing NSBE programs from the National level.

The NPF Review Committee will prepare a quarterly report detailing the activity and status of the National Programs Fund. This report will include the following:

- Number and kind of proposals submitted
- Total amount of funds allocated year-to-date

All proposals submitted will be kept on file at NSBE's National Headquarters.

3.0 National Programs Fund General Guidelines

- 3.1 The member submitting a chapter proposal must be active. A chapter submitting a proposal must be listed as chartered and active in NSBE Online for the current fiscal year for which the program will be implemented. A submission from an inactive member will not be evaluated. The review committee will not evaluate any proposals from a chapter that is not chartered and active.
- 3.2 The National Programs Fund general policy is to provide partial grant funding to chapters. Chapters are expected to secure funding from other resources and by due diligence secure supplemental funding.
- 3.3 A grant proposal submittal does not guarantee that the proposed program will be funded through the NPF.
- 3.4 The grant proposal must be submitted in the format outlined below.
 - All sections of the proposal guidelines must be clearly addressed.
 - Omitted and/or vague information should be avoided.
 - Provide as much detailed information as possible to support your program proposal. (Include information on how the program directly supports the National Directives and/or the National Long Range Plan.
 - 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 if they are not sure of the exact day of the program.
 - Only one (1) program per proposal is allowed, therefore only one (1) start date per proposal is allowed.
 - **Changing the start date of the program after allotments have been made is not allowed without prior approval of the National Programs Chairperson.**

- 3.5** Chapters need to present the program as an on-going event, function or activity. **On-going or long-term programs may be given priority consideration over one-time programs.** The proposed program should occur on some planned frequency (i.e. weekly, monthly, quarterly, annually, etc.). Supporting documentation (metrics) that shows past program success and funding is a plus.
- 3.6** If a Chapter is requesting funds for A Walk for Education, there is no difference between the actual applications; thus, please fill out the required information as it pertains to the logistics of the anticipated AWE.
- 3.7** The NPF Review Committee considers the immediate impact as well as the long-term benefits of the proposed program.

4.0 National Programs Fund Proposal Submission Guidelines

This section outlines the required format for all program proposals (funded and non-funded). Any proposal not submitted in this format will not be evaluated. The proposal author will be notified of review denial with explanation.

The program grant proposal must be submitted using the exact format outlined below.

4.1 PROGRAM PLANNING SHEET (COVER SHEET)

The proposal author should only complete those sections that pertain to your proposed program. Do not complete the “**date completed**” section unless you are submitting a funding proposal for a program that has already occurred [within the current fiscal year]. This section **MUST** contain the following sections.

CHAPTER NAME (CHAPTER CODE)

List the NSBE Chapter (s) coordinating the event. Please include the chapter address, telephone number, email address and the name, telephone number and email address of the chapter president.

PROPOSAL AUTHOR AND KEY CONTACT PERSON(S)

Identify the chapter member submitting the proposal (name and title), as well as the chapter primary and secondary Point-Of-Contact (POC) for the program. Provide POC daytime and evening telephone numbers, and email address. Do the same for the secondary chapter POC.

OFFICIAL NAME OF THE PROGRAM

Please provide the official name of the program for which grant funds are being solicited.

PROGRAM START DATE

List the start date of the program. If the close date is known, please provide as well. If unknown, please state that the program end date is unknown. The author is **REQUIRED** to report in this section if and when this program may have been implemented in a previous fiscal year (with or without previous NPF funding).

PROGRAM OBJECTIVES AND GOALS

This section communicates the purpose of the program and should provide information on the benefits of implementing the program. This section should also:

- Communicate the ultimate objective and goals of the program. The relative priorities of these objectives should also be communicated.
- The anticipated impact of the program on the membership.
- How this program directly impacts the National Directives, the National Long Range Plan (Key Business Areas) or the national objectives.

MEMBERSHIP SECTOR IMPACTED

This section outlines those individuals who will benefit from the program and how they benefit. This may include NSBE Jr., Collegiate or Alumni members as well as members of groups external to NSBE.

PROGRAM BUDGET

This section should provide a detailed account of anticipated budget expenses, revenue and in-kind (no cost) support. The budget should:

- Provide the proposed detailed line item budget including expenses, income (i.e. donations, fund-raisers etc.) and specifics of each item (i.e. games, prizes, exhibits etc.).
- Please indicate how income dollars from NSBE and other resources will be distributed among your expense budget. (What sponsorship money will pay for what items.)
- List any in-kind resources that will be utilized.
- Actual program budget (actual expenses and total income) **for a program that already occurred.**
- Expense receipts submission is required for ALL program expenses, **for a program that already occurred.**

PROGRAM PLANNING SHEET (See attached form below).

PROGRAM EVALUATION FORM (CHAPTER)

- **FOR PROGRAMS THAT HAVE ALREADY OCCURRED:** This form must be submitted with your initial proposal for a program that has already occurred in the current fiscal year or has occurred in a previous year.
- **FOR PROGRAMS THAT HAVE NOT YET OCCURRED:** For programs that have not yet occurred during the current fiscal year, it is a requirement that this form be submitted with your follow-up grant report IF your proposal is approved for a grant.

PROGRAM PARTICIPANT EVALUATION FORM

- **FOR PROGRAMS THAT HAVE ALREADY OCCURRED:** This form must be submitted with your initial proposal for a program that has already occurred in the current fiscal year or has occurred in a previous year.

- **FOR PROGRAMS THAT HAVE NOT YET OCCURRED:** For programs that have not yet occurred during the current fiscal year, it is a requirement that this form be submitted with your follow-up grant report IF your proposal is approved for a grant.

4.2 PROGRAM IMPLEMENTATION PROCESS

This section must outline the following:

- Steps taken to prepare for the program,
- The program implementation plan and/or agenda,
- Program participation explanation. (What participants will actually do in this program),
- Anticipated/confirmed speakers, facilitators, volunteers, and program staff,
- Program promotions strategy, and
- Program Evaluation plan.

FACILITIES/EQUIPMENT

Explain why the chosen facilities and equipment are being used for this program.

CONSTRAINTS/MILESTONES

Lists the potential constraints that may impact 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 impact the quality of the program.

4.3 SCOPE OF PROGRAM

- How does this program offer leadership development?
- How many NSBE members, alumni or pre-college students and others have participated in this program in the past?
- Have mentoring relationships (e.g. between Alumni & Student) developed during the course of an academic year due to the proposed program? What is the nature of the mentor relationship (i.e., Alumni and College students, college students and high school, Alumni and high school)?
- What was the ratio of your Chapter members who participated in the proposed program last year over the total number of members in your chapter last year? (i.e. 10/29)
- What PCI, Collegiate, or Alumni NSBE chapter did you work with for this program?
- How often do you (plan to) do this program?
- How does your chapter know that this program meets or will meet the needs of the participants? Was a need assessment conducted? Give an example.
- Do you have partnerships with local, regional or national organizations other than NSBE that serve as partners for this program?

5.0 National Programs Fund Proposal Submission Process Timeline

The program grant proposal process from submission of proposal to receipt of approved grant funds is an eight-week process. Grant proposals can be submitted to the NSBE Review Committee at any time. The response/review time, on grant proposals is 30 days. The allocation of funding is dependent upon the availability of funds in the National Programs Fund. The process timeline is outlined below.

5.1 Proposal Submission (Five business days maximum)

The program grant proposal and all supporting documents should be submitted to the NPF Review Committee in softcopy via NOL (NSBE OnLine). In the event that NOL cannot be accessed, the chapter may submit the grant proposal to nebprograms@nsbe.org. The subject line of the email **must** read: "NPF Grant Proposal: [Chapter Name] – [Programs Name]". All documentation must be submitted via soft copy.

5.2 Proposal Evaluation (30 days maximum)

The NPF Review Committee will begin evaluation of the grant proposal within two business days of receipt of ALL materials with an evaluation period duration not to exceed 30 days from initial confirmed receipt of the grant proposal.

5.3 Verbal/Written Notification (Five business days maximum)

The author of the grant proposal will be notified by a member of the NPF Review Committee of the decision of the committee. Notification will be forwarded via official letter, whether the grant proposal is approved or denied. For grant proposals that are denied, additional proposals for the same event cannot be submitted again within the current fiscal year. Additional information requests by the NPF review committee does not mean a grant proposal is denied.

THIS POINT FORWARD: FOR APPROVED PROPOSALS ONLY.

5.4 NPF Approval Acceptance (Five business days from agreement receipt)

Once a chapter has been notified of grant proposal approval and the approved funding amount, the author of the grant proposal will be forwarded a grant agreement form via email that must be signed by the chapter president and chapter advisor and returned to the NPF Review Committee designee within five business days of receipt. (A copy of the form must be scanned and emailed back to the NPF Review Committee designee) The agreement outlines the reporting and follow-up requirements for closing out the grant processes. **If the agreement is not returned within the required period (without a request for an extension), the grant approval may be reversed and considered a denial.**

5.5 NPF Approval Grant Fund Allocation (20 days maximum)

Once the signed grant approval agreement has been confirmed as received by the NPF Review Committee, please allow up to 20 days.

THIS POINT FORWARD: UPON COMPLETION OF THE PROGRAM

5.6 NPF Follow-Up & Documentation (45 days)

Chapters that do not honor the signed grant agreement may be required to return a portion of or all allocated funds to NSBE. The chapter should maintain accurate financial records for the program expenses and use the Program Evaluation Form and Program Participation Evaluation Form to obtain data from the program. These documents should be scanned and electronically submitted to the National Programs Chair – nebprograms@nsbe.org.

The Chapter is required to submit a program follow-up report to the NPF Review Committee Chairperson. The NPF Review Committee Chairperson must receive this report within 45 days of the reported start date of your program. **Failure to submit documentation within this time period (an agreement requirement) may result in the approved chapter being required to return a portion of or all allocated funds to NSBE.**

The grant follow-up report must be submitted via pdf format, electronically to the National Programs Chair. A hard copy of the report should be submitted via postal mail and include:

- The original receipts taped to 8 ½ by 11 sheets of paper.
- Program Evaluation Forms (Attachment B).
- Participant Evaluation Forms (Attachment C).
- Overview of activities and events, citing specific success stories.
- Actual program budget (actual expenses and total income). Include a listing of in-kind services or resources received.

National Society of Black Engineers
NPF Proposal Support Materials – [Insert Chapter Name]
Attn: Programs Dept
c/o National Programs Chair
205 Daingerfield Road
Alexandria, VA 22314

6.0 Frequently Asked Questions (FAQs)

6.1 Where should proposals be mailed?

Proposals are NOT mailed. Proposals are submitted electronically on NOL. If unable to submit via NOL, then proposals may be emailed to nebprograms@nsbe.org.

6.2 What does the proposal need to include?

For proposal requirements, please see section 4 above. Incomplete proposal packets will not be evaluated.

6.3 How much funding is available?

There is a limited amount of funding in the National Programs Fund. Funding is distributed based on need and the balance of the fund as the year progresses. Once the fund has been depleted for the current fiscal year, no other proposals will be approved. Thus, it is important to plan your programs well and submit proposals as early in the year as possible.

6.4 Will our chapter get funding for the entire expense of the program?

As stated in the guidelines, you will need to submit a budget for the entire expense of the program. Chapters are required to outline all expenses and revenue expected. **The NPF will not pay for the entire cost of your program – only a portion.** Your chapter is not guaranteed funding either. You should be soliciting multiple sources for funding.

6.5 How long does it take to receive funding, if approved?

The funding timeline from the time that your proposal is received to the time you receive your distribution check is approximately eight (8) weeks.

6.6 So, we can only turn in one proposal for the year?

Chapters can submit one proposal for each program they implement during that fiscal year. If your chapter plans five (5) programs for an academic year, your chapter may submit up to five (5) proposals. **Only one program per proposal, please.**



National Society of Black Engineers®
Program Planning Sheet

NATIONAL SOCIETY OF BLACK ENGINEERS

PROGRAM PLANNING SHEET

LOGISTICS

Date: _____ Chapter: _____ Chapter Code: _____

Author's Name: _____ Committee Name: _____

Program Name: _____

Start Date of Program: _____ Start Time of Program: _____

Duration of Program: _____

Committee Members: _____

Secondary Contact Person(s): _____

Expected Attendance: Members _____ Community _____

Goal(s) of the Program: _____

Check and explain which key business area(s) this program fulfills.

_Academic Excellence

_Technical Excellence

_Leadership

_ Communications

_Financial Vitality

_ Cultural Awareness/Community Service

_Continuing Education & Career Access

_ National Directives (please state below)

RESPONSIBILITIES

RESERVATIONS/SET UP- Indicate the estimated cost and person responsible.

☐ Space(s) reserved:

☐ Banner space request submitted:

☐ Other:

PROFESSIONAL CONTRACTS/PURCHASES – Indicate estimated cost and person responsible.

- ☐ Purchase order request submitted:
- ☐ Contract received/signed:
- ☐ Other:

TECHNICAL – Indicate estimated cost and person responsible.

- ☐ List all Audio/Visual needs (sound, outlets, etc):
- ☐ Other:

PUBLICITY – How did you make use of the following publications? Indicate size and quantity.

Newspaper ad(s)	Posters	Flyers	Radio ad(s)
Press release	Banner	Calendar	Other
Facebook/Myspace ads			

HOSPITALITY – Indicate estimated cost and person responsible.

- ☐ Transportation arranged
 - Arrival information
 - Departure information
- ☐ Lodging arranged:
 - Hotel information
- ☐ Food service arranged:

Other:

SECURITY – Indicate estimated cost and person responsible.

- ☐ Security:
- ☐ Parking arranged:
- ☐ Other:

THANK YOU NOTES – If sent, indicate to whom.

PLEASE ATTACH ANY SUPPORTING DOCUMENTATION.



National Society of Black Engineers®
Program Evaluation Form

NATIONAL SOCIETY OF BLACK ENGINEERS

PROGRAM EVALUATION FORM



Date: _____ Chapter: _____

Name: _____ Committee Name: _____

Program: _____

Program Date: _____ Program Time: _____

Duration of Program: _____

Committee Members: _____

Key Contact Person(s): _____

Key Sponsor(s): _____

Actual Attendance: Members _____ Community _____

GOALS OF PROGRAM

✓ Accomplished (with explanation):

✓ Unaccomplished (with explanation):

KEY BUSINESS AREAS

Accomplished (with explanation):

Unaccomplished (with explanation):

PROGRAM RESPONSIBILITIES

✓ Which Responsibilities exceeded the estimated cost?

Responsibility	Estimated Cost	Actual Cost	Why?
_____	_____	_____	_____

✓ Which Responsibilities were not accomplished by estimated date?

Responsibility	Why?
_____	_____

✓ Main aspect(s) of program that went very well.

Main Aspect	Why?
_____	_____

RESOURCES USED

Choose one and explain why:

Outstanding

Good

Fair

Poor

Name:

Office:

Phone/Fax:

Email:

OVERALL COMMENTS AND EVALUATION:

Rating of overall program

Outstanding

Good

Fair

Poor

Why?

PROBLEMS OR CONCERNS FOR FUTURE PLANNING:

✓ Problem/Concern

✓ Suggestion for resolving

PLEASE ATTACH ANY SUPPORTING DOCUMENTATION



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Participant Evaluation Form

NATIONAL SOCIETY OF BLACK ENGINEERS

PROGRAM PARTICIPANT EVALUATION FORM



Participant Evaluation Survey					
I am an: Attendee Presenter Exec. Board Member Committee Member Other (please describe): _____					
Please use the following scale to answer the questions about the program you attended.			5 = strongly agree, 4 = agree, 3 = neutral, 2 = disagree, 1 = strongly disagree		
1. This program as a whole met my expectations.			5	4	3
2. This program had the right content.			5	4	3
3. This program was well organized.			5	4	3
4. Attending this program has benefited me professionally.			5	4	3
5. This program was scheduled at an appropriate time.			5	4	3
6. This information presented at this program was of value to me.			5	4	3
7. The depth of information in this program was appropriate for me.			5	4	3
8. The meeting facility was adequate.			5	4	3
9. This program was well organized and well delivered.			5	4	3
10. What is your overall opinion of this program? Excellent Very Good Adequate Fair Poor					
11. Will you participate in this program next year? Definitely yes Probably yes Maybe Probably not Definitely not					
12. What topics would you like to see addressed in future programs/workshops?					
13. What feedback can you offer us to improve future programs?					