

Background

The ITE Western District has approved up to \$1,500 to be awarded to student chapters (up to \$500 each) to support their chapters' activities and foster relationships to attract, retain and develop the most talented students into transportation professionals.

Description

This grant is intended to assist ITE Student Chapters with chapter activities that involve other transportation organizations and foster long term, mutually beneficial relationships. Other organizations may include but are not limited to other ITE student chapters, ITE sections, American Planning Association (APA), Women's Transportation Seminar (WTS), and Young Professionals in Transportation (YPT). Transportation firms and agencies are not included as transportation organizations.

Examples of items that may qualify for funding include but are not limited to food, venue, travel, registration/admission fees, and the purchase of equipment or software for chapter use.

Examples of events that may qualify for funding include but are not limited to BBQs, bowling nights, baseball games, opening of a transit line, Synchro trainings, public speaking workshops, office visits, resume workshops, outreach events, and highway cleanups.

RFP Requirements

A written proposal of no more than two pages (PDF, 8.5" x 11" page, 1" margins, minimum 11-point font) should be submitted to include the following information:

1. Contact Name – Identify the:
 - a. Student Chapter.
 - b. Name, address, phone number, and e-mail address of the Student Coordinator (the student coordinating the grant for your school).
 - c. Name, address, phone number and e-mail address of the Student Chapter Faculty Advisor.
2. Description of the Proposed Event – The description should include:
 - a. An overall description of the event, including how the requested funding will support the event and when the event will take place.
 - b. A discussion of how the proposed event supports two or more of the goals of the Western District, listed in the strategic plan: <https://westernite.org/strategic-plan/>
 - c. A description of the total cost of the event, the amount of funding requested through this grant and other funding sources (if any) that will be used to support the event. Note
3. Estimate of Student Participation
 - a. Provide an estimate of the number of student chapter members who will attend the proposed event.
 - b. Provide an estimate of the number of organizations (including other student chapters) that will attend the proposed event.

Evaluation Criteria

The winning proposal will be selected by a review panel based on the following criteria:

<i>Criteria</i>	<i>Description</i>	Points
Number of other organizations	How many unaffiliated organizations are involved in the event? 1 other organization 10 points, 2+ other organizations 20 points, +5 bonus points if any of those organizations is another ITE student chapter. Transportation agencies and firms do not count.	20 + 5
Quality of networking experience	How well does the event encourage people to interact with each other in a way that may lead to a long-term connection? Example, a movie night is a fun social, but does not allow for much talking/bonding between attendees, a discussion afterwards improves this, but is still lacking. Could this lead to future events with these organizations?	30
Total Points		50

Award Process

Grant requests will be evaluated in two rounds during the school year, or until funds for the year are exhausted. The first round of grant requests will include all grants submitted **no later than November 15th**. If additional funds remain after the first round of proposals are evaluated, a second round of proposals will be evaluated for grants received after November 15th and **no later than February 1st**. Grants awarded shall not exceed \$500, shall not be given to a school twice in one school year, and events must take place during that school year. Thirty days after the event takes place a report including a description of the event, the number of participants from each organization, and spending must be submitted. If no report is received 30 days after the event the student chapter will not be considered for this grant in the funding cycle for the following school year.

Proposal Submittal

Please return proposals by e-mail to
Kayla Fleskes-Lane
kayla.fleskes@dksassociates.com

NO LATER THAN NOVEMBER 15th to be considered for Round 1 funding and
NO LATER THAN FEBRUARY 1st to be considered for Round 2 funding (if available funding remains after Round 1)

For questions, contact Student Funding and Initiatives Committee Chair Kayla Fleskes-Lane at
kayla.fleskes@dksassociates.com