Institute of Transportation Engineers
Connections Grant
Western District

Background
The ITE Western District has approved up to $2,500 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, the opening of a transit line, Synchro trainings, public speaking workshops, office visits, resume workshops, outreach events, etc.

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. Overall: A general description of the event, when the event would occur, and how these funds will support the event.
    b. Number of Other Organizations: The number of organizations involved and which ones. Potential
    c. Quality of Networking Experience: How this event will create new relationships between students and student organizations, how resources, connections, or knowledge will be shared between organizations, and potential for future events with these organizations such as repeating the event next year and or kicking off a series of joint events.
    d. Novelty Event or Organizations: If the event is new for your organization or how inviting other organizations to this event will improve it.
    e. Costs and Funding: A description of the total cost of the event, the amount of funding requested through this grant, other funding sources (if any) that will be used to support

the event, and how the funding from this grant would be used to support the event.

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.

4. Letter of Support
    a. An email attached to the application from the other organization stating they intend to take part in the event and an estimate of the number of their members that are going to attend. This does not count towards the page limit.

Evaluation Criteria

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

Criteria	***Description***	**Points**
Number of other organizations	How many unaffiliated organizations are involved in the event? 1 other organization 5 points, 2 other organizations 10 points, 3+ other organizations 20 points +5 bonus points if any of those organizations are another ITE student chapter or ITE Section. 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 event but does not allow for much talking/bonding between attendees. A discussion afterwards improves this but may still not result in long-term connections. Could this lead to future events with these organizations?	25
Novel Event or Organizations	Is this a new event or does it involve organization(s) that was (were) not previously involved with your ITE chapter?	5
Total Points		**50**

Institute of Transportation Engineers
Connections Grant
Western District

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 December 4th** for the first round of funding and **no later than February 5th** for the second round of funding if funding is available after Round 1. If additional funds remain after the first round of proposals are evaluated, a second round of proposals will be evaluated for grants received after December 4th and **no later than February 5th**.

Grants awarded shall not exceed $500, shall not be given to a school twice in one school year, an already established conference, or to an event that has already been funded by the Western District (e.g. Student Leadership Summit), 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
William Andrews
williamandrews038@gmail.com
NO LATER THAN 11:59 PM December 4th to be considered for Round 1 funding and
NO LATER THAN 11:59 PM FEBRUARY 5th to be considered for Round 2 funding (if available funding remains after Round 1)

For questions, contact Student Funding and Initiatives Committee Chair William Andrews at
williamandrews038@gmail.com