McKelvey Student Organization Grant

Recognized McKelvey Engineering student organizations are invited to apply for funds to help complete a project, event, or initiative that benefits WashU students, McKelvey Engineering, and the Washington University community. These funds have been made available through the gifts of McKelvey Alumni and corporate partners and will be managed by the Dean’s Office and Engineering Undergraduate Student Services.

Proposals are reviewed in December for spring semester projects and reviewed in April for fall and spring semester projects. The selection committee is appointed by the Dean of McKelvey Engineering and the committee will invite select proposals to present during semester Reading Days.

**Application Deadline: December 1st for Spring semester projects**

**Application Deadline: April 1st for Fall and Spring semester project**

**Guidelines**

All proposals submitted for funding considerations should address the following points:

- Who attended Societies Council meetings the past semester? Please include member names and meeting dates.
- Proposals must include the signatures of the faculty advisor and EUSS staff liaison.
- What is the purpose of the sponsoring student group?
- What is the project or event outline?
- Include a timeline of the entire project and overall project budget.
- What specifically and how much are you asking the McKelvey Grant Program to fund?
- Who will be involved with this project or event? (Number of students, majors, etc.)
- What are the student, McKelvey Engineering and community benefits from this project or event?
- What other fundraising has been done for this project or event, including but not limited to corporate sponsorship and SU funding request?
- What other funding requests are being submitted to campus, community, or industry organizations?
- If you have received funding in the past or this is a continuation of an ongoing project please include some kind of information about past awarding of funds.
- A formal budget for the organization must be submitted as part of this application using the template provided by EUSS.
- How often have you met with either your faculty advisor or EUSS staff liaison?

Please attach a one page executive summary to the front of the proposal. Proposals should be limited to ten pages or less and in .pdf format by the published deadlines and submitted to Dean Kim Cummins in Engineering Student Services at kcummins@wustl.edu

****Student organizations must comply with McKelvey Engineering funding regulations that state combined funding sources cannot exceed the cost of the proposed event or project. A post-project report will be required for all awards to ensure all funds were directly used for proposed event or project. ******
The following information must be submitted with the proposal.

Event/Project ________________________________________________

Event/Project Sponsoring Group: _________________________________

SU group category: ____________________

Group President(s): _____________________________________________

Group Treasurer: ______________________________________________

Project Leader(s): ______________________________________________

Number of students in group: ________________________________

Number of students involved with project: ______________________

Exact amount being requested: ________________________________

Total estimated project cost: _________________________________

Project Contact Person: ______________________________________

E-mail address: ______________________________________________

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Faculty/Staff Advisor Signature_________________________ Date______________

EUSS Staff Liaison Signature_____________________________ Date______________