




NATIONAL SOCIETY OF BLACK ENGINEERS

 Think Green! Please do not print unless absolutely necessary

# NSBE Professionals Chapter Relief Process

VERSION 2.0

January 2015



## TABLE OF CONTENTS

Purpose.....	3
Policy .....	3
Procedures .....	4
Proposal Submission Timeline .....	5
Frequently Asked Questions .....	6
Chapter Relief Questionnaire .....	7



## Purpose

The purpose of the Professional Chapter Relief Fund (PCRF) is to provide Professional Chapters of the National Society of Black Engineers assistance to chapters through financial support in two ways.

- 1) Attending events and/or conferences that support the NSBE Mission.
- 2) Developing programming that uplifts, strengthens and advances the Chapter through growth & notoriety, and supports the NSBE Professional Brand and the NSBE Mission.

As part of this initiative, chapters are given an avenue to strengthen their academic, technical, and leadership development programs. The funds awarded are specifically for items that directly contribute to travel and/or accommodations for the overall success and outcome of the program. The PCRF guidelines provide a general policy, procedure and submission timeline for the entire PCRF process.

## Policy

### 1.0 Overview

The Professional Chapter Relief Fund (PCRF) managed by the National Professionals Treasurer, provides financial chapter relief to Professional chapters intending to implement programs that fulfill the National Directives or the NSBE mission or participate in events/conferences that encourage the same. Chapters that are requesting relief must meet each of the requirements outlined in this document. **It is general policy of the PCRF to only provide partial funding for any proposal.** However, submission of a proposal does not guarantee approval for funding. Chapters should not depend on this fund to provide 100% support for any travel, accommodations or program conducted at the chapter level.

### 1.1 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 PCRF must be made and processed during the same fiscal year in which the program occurs. For example, any program that will be occurring during the 2015 - 2016 fiscal year cannot submit a request for funds in the 2014 - 2015 fiscal year.

### 1.2 Review Committee

The PCRF Review Committee is responsible for the review of all proposals. The National Professionals Treasurer chairs this committee, comprised of all six Professionals Regional Treasurers. In the event that a Professionals Regional Treasurer is not available, that Regional Chair can sit in this place or appoint a representative from that region. This will ensure that each region has representation on the committee.

### 1.3 Funding Availability

The PCRF is derived from the Chapter Relief Line item in the Professionals National Annual Budget. Availability of funds is solely dependent on the active year's budget. This means that the amount available to provide Chapter Relief is contingent on fundraising efforts and can vary from year to year.



## 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 NSBE Connect for the current fiscal year for which the program will be implemented. A submission from an inactive member or chapter will not be evaluated by the Professional Chapter Relief Fund Review Committee. Chapters must also participate in the NSBE Gen Survey or have their own 501c-3 status and be current in order to be evaluated by the Professional Chapter Relief Fund Review Committee.

### 2.1 Relief Amount

The general policy of the Professional Chapter Relief Fund is to only provide partial relief funding to chapters. In addition to any funds already secured, chapters are expected to actively work to secure supplemental funding from other resources. Submitting a proposal does not guarantee the proposed program will be awarded relief funds from the Professional Chapter Relief Fund.

### 2.2 Submission Content

The proposal must be submitted via Google Drive 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 information and/or avoid vague information. This information may include only one (1) proposal submission per program/event/conference.

### 2.3 Program Start Date

Proposals that do not have a program start date listed will not be considered. If only the 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 Professionals Treasurer must be notified prior to changing the start date of a program awarded relief from the PCRf.



## Proposal Submission Timeline

### 3.0 Overview

This section outlines the timeline associated with the review, decision and awarding of proposal submissions to the Professional Chapter Relief Fund. All referenced documentation is available on Google Drive ([Application](#)) or will be provided by the National Professionals Treasurer and/or the Regional Professionals Treasurers.

### 3.1 Submit Proposal Form

It is recommended for the 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 Google Drive ([Questionnaire/Proposals](#)) & ([Additional Chapter Information](#)). Any proposal submitted with omitted sections will not be evaluated. If the chapter is unable to upload documents to the additional chapter information, email supporting date to the respective Regional Treasurers.

\*\*\*\*\*SUBMISSION DEADLINE IS 5PM CST ON FEBRUARY 20<sup>TH</sup>, 2015\*\*\*\*\*

### 3.2 Proposal Review Period

Upon submission, each proposal will enter a review phase during which the review committee will evaluate the submitted proposal. Please notify the Regional or National Professionals Treasurer that the documents are upload and ready for review. This review period will last no longer than 14 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 Regional Professionals Treasurer or equivalent, of the committee decision. Notification will be forwarded via official letter by email, 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 PCRf 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 Regional Treasurers or equivalent within five business days of receipt by email. The agreement letter outlines how the relief funds must be utilized as determined by the PCRf review 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 Professionals Treasurer, the award check will arrive to the address specified within 15 business days. All relief checks will be award to the chapter and not to an individual.



## Frequently Asked Questions

### **4.0 Where should proposals be mailed?**

Proposals are NOT mailed. Proposals are submitted electronically through Google Drive.

### **4.1 What does the proposal need to include?**

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

### **4.2 How much funding is available?**

The Professional Chapter Relief Fund is limited in amount and distributed based on approval by the review 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 and submit proposals as early in the year as possible.

### **4.3 Will a chapter get funding for the entire expense of the program/event/conference?**

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 Professional Chapter Relief Fund to only provide partial funding for any proposed event. 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/event/conference 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, which is 2 to 4 weeks after the award letter has been issued.

### **4.5 How many proposals can be submitted each year?**

Chapters can submit one proposal for each program/event/conference implemented during the current fiscal year.

### **4.6 Who should be contacted for additional questions a chapter may have?**

Look first to the Regional Professionals Treasurers and/or the National Professionals Treasurer.

\*\*\*\*\*SUBMISSION DEADLINE IS 5PM CST ON FEBRUARY 20<sup>TH</sup>, 2015\*\*\*\*\*

