

**SME SECTION GRANT GUIDELINES**

**Overview:**

SME Local Sections are at the core of the SME membership. Local Sections provide consistent, professional development and networking to members who may not otherwise be able to use larger, national products. For example, roughly only about 2,000 of SME’s 15,260 members attend the SME Annual Meeting. The remaining members are not able to attend and get their professional development and networking needs met through local section meetings and programs.

SME currently offers the following benefits to the sections:

* the Henry Krumb Lecture Series
* Annual Marketing/Membership Manual
* quarterly newsletters from SME
* monthly transaction reports and rosters
* website support
* Staff assistance

To further support its sections, SME developed the Local Section Grant Program in 2009. The program offers financial support to sections that qualify and submit a proposal. Grant approvals are based on SME financial ability and the value of the proposed product. The Section Grant Program will allow SME and its sections to have a more connected and mutually supportive relationship.

**Purpose/Goal:**

The purpose of the SME Section Grant program is to support its Local Sections, and by extension, the industry. Grant applications can include, but are not limited to, production of outreach material, professional development products and services, and educational programs. Section grants are intended to fund specific, one-time projects; they are not to be used to fund general section expenses such as speaker fees, luncheon fees, student luncheon attendance, etc.

Grants may be awarded to one or more Sections based on approved proposals and SME financial ability. Based on SME surplus, a determination will be made on the amount available each year by the SME Board of Directors. Amounts of grant funds requested are not limited, but the requested amount may not be more than 80% of the funding needed for a proposed project; the section must be willing and able to fund a minimum 20% of their project. Interested sections will need to complete and submit grant proposal/applications by close of business August 1 annually (no exceptions). Grants will be evaluated and approved by the SME Grant Selection Committee at the SME Mid-year Meeting with final approval from the SME Board of Directors.

**Grant Proposal Ideas/Examples:**

* Educational Outreach Material.
* Seed money for development of local conferences.
* Scholarships for students at local colleges/universities.
* Science, engineering, mining programs at local K-12 schools.
* Rock and mineral displays and/or display cases.
* Collaborative projects with local organizations, such as Boy Scouts and/or Girl Scouts, focusing on science or mining education.
* Career-focused field trips for local mining students.

**Grant Guidelines/Timeline**

* Completed grant applications must be received at SME Headquarters (as listed below) by the close of business on August 1 annually, without exception. In the event that August 1 falls on a weekend, the deadline will be extended to the close of business the following Monday.
* Each project must be submitted on a separate application form.
* Project timeframes may not exceed 24 months.
* Accepted applications will support projects developed and produced by SME Sections.
* All sections who wish to be considered must be in good standing with SME Headquarters (have their financial statement submitted by October 31 annually and have current Section Officers on file – all Section Officers must be members of SME).
* Applications are reviewed and the grant winners are selected by the Grant Selection Committee.
* During the SME Mid-Year Meeting (September), the SME Board of Directors will review the grants supported by the Grant Selection Committee and will vote on whether to approve the proposals.
* Winning sections will be notified and funds will be sent in October.
* Winning sections will be required to provide two status reports regarding their project: one at mid-project, and a final report upon project completion.

Please direct all questions and grant applications to:

Angie Grace

Local Section Coordinator

12999 E. Adam Aircraft Circle

Englewood, CO 80112

Telephone: (303) 948-4208

Fax: (303) 948-4265

Email: grace@smenet.org

| **Grant Timeline:*** Applications Due: August 1 (no exceptions)
* Selection: Mid-Yr Mtg
* Section Notified: Oct
* Funds Distributed: Oct

SME Section Grant Application FormPurpose: The purpose of the SME Section Grant program is to support its Local Sections, and by extension, the industry. Grant applications can include, but are not limited to, production of outreach material, professional development products and services, and educational programs. Section grants are intended to fund specific, one-time projects; they are not to be used to fund general section expenses such as speaker fees, luncheon fees, student luncheon attendance, etc. * All Sections who wish to be considered must be in good standing with SME Headquarters (have their financial statement submitted by October 31 annually and have current Section officers on file. All Section officers must be members of SME).
* Applications must be received by the close of business on July 1. No exceptions will be made for late applications.
* Applications are reviewed and selected by the Grant selection committee.
* Each project must be submitted on a separate application form.
* Project timeframes may not exceed 24 months.
* Sections will be asked to provide two status reports, one at mid-project and a final report upon completion.
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| Applicant Information |
| Section Name: |       |
| Submitter Name: |       | Officer Position: |       |
| Address: |       |
| City: |       | State: |       | ZIP Code: |       |
| Company Name: |       | Phone: |       |
| Email: |       | SME Member # |       |
| Section Status |
| Please attach Section Officer Update form (required) |
| Financial Statement current with SME? (required) |  | Date Submitted? |       |
| Current Section Treasurer: |       |
| Phone: |       | Email: |       |
| Grant Proposal information |
| Project Name/Title: |       |
| Grant Amount Requested: |       | Project Start Date: |       |
| Total Expected Cost of Project: |       | Project End Date: |       |
| List any other sources of funding: |       |
| Submit Completed Package to SME |
| Contact: Tessa Baxter | Email: baxter@smenet.org | Phone: 303-948-4208 |
| Address: 12999 E. Adam Aircraft Circle  Englewood, CO 80112 | Fax: 303-948-4265 | Alt: 303-948-4200 |
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| Please provide THE INFORMATION BELOW ON THE PAGES THAT FOLLOW. * 1. Project Purpose
	2. Project Timeline
	3. Project Scope/Overview
	4. Project Audience
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| I authorize the verification of the information provided on this form by the SME Grant Selection Committee. I state that all information provided is true an accurate to the best of my knowledge. |
| Signature of applicant: |  | Date: |       |

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| **Project Purpose** |
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| **Project Timeline** |
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