



## ACEC/ND STEM Matching Grant Guidelines

The American Council of Engineering Companies of North Dakota (ACEC/ND) is honored to solicit applications for projects and events that contribute to the advancement of Science, Technology, Engineering, and Math (STEM) in North Dakota. Complete applications which demonstrate all criteria listed below and, in the application, and have been submitted on time, will be considered. Applicants must also have a sponsoring ACEC/ND firm willing to match the ACEC/ND grant at or above the \$500 match. In addition, ACEC North Dakota asks that a person from your firm participate in the event or personally hand the check to the grantee. Finally, we do ask that each sponsoring ACEC/ND firm submit photos from the event to the ACEC North Dakota central office at [stacy@scgnd.com](mailto:stacy@scgnd.com) within two weeks of the event. These photos may be used in ACEC North Dakota publications and social media outlets.

### Submittal:

Although the funding will be available on a quarterly basis, you may submit your application at any time throughout the year. Applications must be mailed to ACEC/ND, PO Box 7370, Bismarck, ND 58507 or e-mailed to [stacy@scgnd.com](mailto:stacy@scgnd.com) before the deadlines listed below.

January 15  
April 15  
July 15  
October 15

### Eligible applicants include:

Organizations striving to advance education related to STEM who have a sponsoring ACEC/ND firm to match ACEC/ND's STEM Grant Program at or above \$500.

### Eligible expenses:

- Supplies
- Renting a venue
- Renting equipment
- Technology
- Speaker/presenter fees

### Ineligible expenses:

- Paying personnel wage
- Reimbursement for past event
- Service charges for late payment
- Operation and maintenance costs
- Damages incurred during project/event

## Organization information:

*This application can be completed by the ACEC/ND Member Firm or the Organization requesting the funding. If more room is needed, please attach write-up after the application with appropriate header.*

<i>Name of Applicant or Non-Profit Organization:</i>		
<i>Name of Partnering ACEC North Dakota Member Firm:</i>		
<i>Date of application submittal:</i>		
<i>Street Address:</i>		
<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
<i>Phone Number:</i>	<i>E-mail:</i>	
<i>Funding Amount Requested:</i>	<i>Percentage of total project cost:</i>	
<i>What is your organizations purpose and function?</i>		

## Project/Event information:

<i>Please provide a project/event description.</i>
<i>What are the goals of the project/event?</i>
<i>How do you plan on obtaining the goals?</i>
<i>How will you pay for the project/event? (i.e. in-kind, donations, other grants, cash-in-hand, sponsors)</i>
<i>Describe, in detail, what the funds will be used for?</i>

### **Please provide the following attachments in the order listed below.**

I. Cover letter with the project/event timeline
II. Application
III. Letter of support from sponsoring ACEC/ND member firm