



## National Engineering Month (NEM) Ontario 2016 | Event Funding Guidelines

### PURPOSE

The purpose of funding support is to encourage the organization of public events and activities during National Engineering Month (NEM) Ontario. This support is intended to supplement revenue from chapter budgets, local fundraising and other sources. For a qualified activity or event, NEM Ontario funding may cover up to 50% of the event budget to a maximum of \$700 per organization.

To qualify for funding an event must be open to the public and be hosted during the month of March. Additionally, all applicants must:

- Provide a balanced event budget with the funding application form;
- Display the NEM logo and posters in event publicity when reasonable;
- Ensure appropriate liability insurance coverage is in place (NEM Ontario does not assume any liability for events);
- Ensure all health and safety standards for the event are met;
- Provide a post-event report, complete with attendance figures, media coverage, photographs and financial statements, to NEM Ontario within **one week** of event completion.

Applications will be assessed based on the event's ability to increase public awareness for engineering, reach target audiences, past or potential media exposure and other criteria.

### MESSAGING GUIDELINES

We often focus on planning our event logistics, budgets, and general participant experience, but how often have we delivered an unintended message during an outreach event/activity?

Did you know that latest outreach research indicates that events/activities that focus solely on math and sciences in promoting engineering and technology are the least effective in enhancing youth and public perception of the profession?

By focusing on the hidden message, NEM Ontario can be the most effective engineering and technology outreach campaign; and together we can inspire the next generation of engineering and technology professionals. Organizers that choose to alter their current or

develop a new activity/event to improve the message they are delivering to their audience can apply for further support.

For more information on effective and ineffective messaging including how to use the messages in planning your outreach events and activities please review the accompanying document, "[NEM Ontario Messaging Guidelines](#)" prior to completing the funding application.

#### **TIMELINE**

**Friday November 13<sup>th</sup> 2015** – Completed funding applications due to [nemontario@ewb.ca](mailto:nemontario@ewb.ca)

**December 2015**– Funding decisions communicated via email, event listings updated

**January 15<sup>th</sup> 2016** – Scorecards and first funding payment will be distributed

**February 15<sup>th</sup> 2016**– Merchandise shipped to main organizer

**March 2016** – All events held, scorecards completed and sent to [nemontario@ewb.ca](mailto:nemontario@ewb.ca)

**April 10<sup>th</sup> 2016**– Second funding payment will be distributed to all event organizers who have returned their scorecards.

**May 2016** – Second funding payment will be distributed to all event organizers who return their scorecards from April 10<sup>th</sup> to May 1<sup>st</sup> 2016. The second funding payment will not be distributed for scorecards received after May 1<sup>st</sup> 2016.

#### **FUNDING NOTES**

One organization may submit multiple applications, however each must appear on a separate form and have an independent budget. The sum of the funding requests from NEM Ontario for multiple applications from the same organization must not exceed \$700. In the case of **joint events**, the maximum \$700 funding will be split between the organizations (e.g. 2 organizing groups will receive \$350 each for a single event).

When an event is cancelled or expenses are lower than expected, surplus funds must be returned to NEM Ontario with the post-event report and financial statements.

Thank you for participating in National Engineering Month 2016 and helping to celebrate the Ontario engineering and technology community. We are looking forward to working with you to inspire the next generation of engineers and engineering technologists!

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