To: AGC Student Chapters
From: AGC Education Committee and Jean Petsch
RE: 2017 Request for Proposals for Project to be funded by Building Chapter Education Fund
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The purpose of this proposal process is to request funds from the NE-Building Chapter to be used by the Chapter's sponsored student organizations to enhance the **leadership** development experience of as **many student chapter members as feasible**. Examples of acceptable projects might be:

- any type of community service project
- recruitment of members to your student chapter
- provide construction career awareness programs to young people
- help high school students understand the great opportunity of a career in construction

Money cannot be requested for the purpose of covering cost to attend national conventions such as AGCA or others. Also, funds may not be used for individual scholarships. The AGC Building Chapter Scholarships will be awarded by a separate process.

Requirements of Proposals:
- All proposals must be submitted electronically to jdpetsch@windstream.net by Friday, October 20, 2017. Checks for selected projects will be presented about November 16, 2017. Projects must be completed by May 15, 2018.

- The proposal should be 1-2 page(s) in length and should contain the following information:
1. Specific dollar amount requested.
2. A summary description of project to be funded.
3. What is the purpose or goal of project and why is funding this project important to your chapter?
4. What is the plan and timeline to make the project "happen"?
5. An explanation of **how this project will enhance the student's leadership development skills. Also, what is the approximate number of members to be involved in the project and in what way?**
6. Name and contact information for the faculty member responsible for accountability of project and the funds.
7. Time line for implementing the project and using the money.
8. How many members do you have in your chapters at this time? How many are new members since July 1st?
9. Correct chapter name and mailing address for check issuing purposes.

- You may submit more than one proposed project. The Education Committee will select the projects they choose to fund. A maximum $1,500 per chapter limit per academic year will apply.

- At the completion of the project, the officer team will be expected to submit a final report to the Building Chapter on the outcome of the project. There will be a simple electronic form to use, along with submitting 2-3 pictures. This should be done within 10-days of completing the funded project or by May 15, 2018. Contact Jean for the form at jdpetsch@windstream.net

Timeline for Process:
Early September- Announce process and time to work on project ideas.
Proposals are due electronically to Jean on October 20, 2017.
Receive funds about November 16, 2017.
Submit Final Report via E-form within 10-days of completing the project or no later than May 15, 2018.

Proposal Judging Criteria—Scorecard--
Here is the scorecard that will be used to evaluate the Proposals by the Education Committee. Use this information as a guide in preparing project proposal.
Proposals will be evaluated on "best value" based on the pre-qualification and evaluation criteria as stated below. All Pre-Qualification Criteria must be answered with a YES in order for project to be evaluated and funded. A 100-point scale will be used to create the final evaluation, ranking and award.

Pre-Qualification Criteria: Circle One (**Yes / No**)

A. Does the RFP meet the Purpose of the Proposal Process?
   "To enhance the leadership development experience of the student chapter members"   **Yes / No**

B. Is the RFP 1-2 Pages in length?   **Yes / No**

C. Does the RFP contain a specific dollar amount requested?   **Yes / No**

D. Does the RFP include a summary description of the project to be funded?   **Yes / No**

E. Does the RFP provide a purpose for the project and answer for why it should be funded?   **Yes / No**

F. Does the RFP have plan to make the project happen?   **Yes / No**

G. Does the RFP explain how this project will enhance the student's leadership development skills?   **Yes / No**

H. Does the RFP identify a time line for implementing the project and using the money?   **Yes / No**

I. Is the Name and Contact information of the responsible faculty member included?   **Yes / No**

J. Does the RFP include a chapter name and mailing address for check issuing purposes?   **Yes / No**

K. Was the RFP submitted electronically?   **Yes / No**

Evaluation

Criteria	Points Awarded

1. Ability to Explain Your Project in Writing (25 points):
  A. In a few paragraphs did you create a picture of what the project will be and what you hope to accomplish?
  B. Is the project presented in a manner acceptable at college level?
  C. Is it free of writing errors and typos?	

2. Type of Project Selected (25 Points):
  A. Who will be affected by the project?
  B. How many members will be involved in the project?
  C. Why and how was the project selected?	

3. Leadership Skills Practiced and Experienced While Carrying out Project (30 points):
  A. How will you communicate with everyone?
  B. How will you divide up the tasks?
  C. How will you get everyone excited about the project?
  D. How will you share your project vision with others that might donate and contribute to the project?	

4. Level of Creativity used in the Proposed Project (20 points):
  A. Is the proposed project idea original or something your chapter has done in the recent past?
  B. How are you applying what you have learned in your construction education toward the project?	

TOTAL SCORE (Out of 100 Points):	