



**CMIAA**

*Foundation*

Chapter Grants Program

2024



## **Overview:**

The Foundation provides competitive grants to qualified CMAA Chapters to support the early stages of developing and implementing a new program of the following types:

- A local, summer, student internship program
- A Rising Construction Manager conference
- An innovative approach to engaging students and connecting with institutions offering architectural, engineering, or construction management programs.

These grants are limited to start-up activities for a program or experience that will be sustained over time by the chapter.

Only one grant will be awarded to any chapter – individually or working collectively – within a five-year period.

Grants may only be used for the purposes described in the proposal and for which the grant is made.

## **General Conditions:**

Applications for the Chapter Grants Program may be submitted by the President of any CMAA Chapter in good standing. Qualifications for good standing include:

- Having current Directors & Officers Insurance
- Having submitted both a current Dashboard and an Annual Report
- Hosting a current website
- Having filed an IRS-990 for at least the last five consecutive years

## **Application Process:**

All applications and supporting materials must be submitted by the Chapter President directly to the CMAA Foundation by September 30, 2024.

A complete application will include the following:

- An application form that captures full contact information.
- Proposal Coversheet. This is a summary (no more than 500 words) of the proposed program. It should include a summary description, proposed program dates, venue (if applicable), budget to implement, and funding request amount.

## **Program Proposal**

- Part 1 – Proposal Summary and Goals. A detailed description of the program, including target audience, anticipated participation, marketing and promotional plans, additional funding sources, areas of innovation unique to the program, a definition of programmatic success based on measurable outcomes, and a description of the process the Chapter will use to sustain the program over time.
  - A. Internship Program: Internship programs are expected to provide participants with professional, full-time, work experience over a period of at least four weeks. The proposal should include a list of organizations that have made provisional commitments to host interns and should also include a process by which students will be recruited and matched to internship experiences. The program should also include an opportunity for interns to reflect on the experience and to share those reflections with the Chapter. There are several established programs that chapters can look to as models.

- B. Rising CM Event: A Rising CM event is expected to provide participants with a one-day conference experience that includes learning opportunities, networking opportunities, and recruiting opportunities for participating organizations. There are several programs that chapters can look to as models for hosting a Rising CM event.
- C. Innovative Program: An innovative program is expected to provide participants with a learning and networking experience that they do not, currently, have access to and should engage students, educators, and practitioners in program and construction management over an extended period (e.g., one full semester or academic year).

If the chapter is using a program developed by another chapter as a model, please describe how the model is being adapted to the local context and what adjustments may be made.

- Part 2 – Outcomes. How will the proposed program enhance student learning or student-professional engagement in program and construction management? What learning objectives does the Chapter want participants to achieve?
- Part 3 – Evaluation. How will the Chapter know that the program has met its goals? What methods will be used to measure and assess the stated outcomes?
- Part 4 – Budget. Provide a detailed breakdown of expenses and anticipated revenues in justification of the amount requested. Will the Chapter be providing matching funds? If so, how much? Indicate any other funding to be obtained for the program in the form of sponsorships, exhibits, or other sources.
- Part 5 – Timeline. A complete timeline should include 30/60/90-day milestones (identifying critical completion dates), a summary of event communications and marketing plan, and strategies to followup with participants.

#### **Selection Criteria:**

Applications will be reviewed by a Selection Committee who will present recommendations to the CMAA Foundation Board of Directors for final approval. Applications will be reviewed against the following criteria:

- The proposed plan is feasible.
- The responses clearly respond to the questions posed in Parts 1-5.
- The budget clearly supports the proposed activities and is realistic to implement.
- The proposed program addresses a void in the current programmatic offerings of the Chapter.
- The proposal is written in language that is clear, concise, and free of grammatical errors.
- The proposed program demonstrates capacity for an impact that will be sustained beyond the funding period.
- The proposed program is aligned with the mission and vision of the CMAA Foundation.

#### **Acknowledging the Foundation**

All grant recipients must acknowledge the CMAA Foundation as a supporter of the program in all marketing and program materials.

### **Commitment to Diversity, Equity, and Inclusion:**

In principle and in practice, the CMAA Foundation values and seeks to promote diverse, inclusive and equitable participation within the profession of program and construction management to achieve quality and excellence. CMAA recognizes the strength of diverse perspectives and is committed to promoting diversity and ensuring equal opportunity and inclusion for all persons in its membership, leadership, and activities, regardless of race, ethnicity, sex, disability, country of origin, religion, age, or sexual orientation.

### **About the CMAA Foundation:**

**Vision:** The CMAA Foundation envisions a future workforce that is open, inclusive, and committed to the growth and development of the profession.

**Mission:** The CMAA Foundation advances and supports workforce development to support the future growth of the industry, development of research beneficial to the advancement of technological, educational, or vocational expertise in the industry, and education in the construction management profession.

The CMAA Foundation is a 501(c)3 charitable organization and the tax identification number is 54-1803080.