

# **Tau Beta Pi Chapter Endowment Initiative**

## **Frequently Asked Questions from Chapters**

### **What is the Chapter Endowment Initiative?**

The Chapter Endowment Initiative provides permanent funding for students of the endowed chapter to attend the annual TBP Convention, receive officer training through the District Program, obtain professional development through Engineering Futures, participate and/or facilitate K-12 MindSET activities, support Headquarters operations, and conduct chapter-directed activities on the college campus and in the local community.

### **Does my chapter get any funding as part of this effort?**

Tau Beta Pi's goal is to raise \$100,000 to support the activities listed above. Once Tau Beta Pi has received more than \$80,000 in support for a chapter and the money starts generating earnings (typically 3-4 years), your chapter would be eligible to submit a grant request. It is expected that chapters with endowments at \$100,000 will be able to receive \$1,000 per year.

### **Whom do I contact to get the funds?**

Tau Beta Pi will contact your chapter president, treasurer, and chief advisor by September 1 of each year regarding any funding which is available for your chapter. As the saying goes, don't call us, we'll call you!

### **How is the money disbursed?**

Funds may be disbursed as a credit to the chapter account, a physical check can be remitted, or, in specific cases, expenses can be billed directly to HQ.

### **Is there a form to fill out?**

The current version of the grant request form can be downloaded from the web site. The requests can be submitted using the built-in feature for submission or emailed to [accounting@tbp.org](mailto:accounting@tbp.org).

### **What kind of activities can be funded through grant requests?**

Tau Beta Pi has placed few restrictions on the use of this money. It should be used to help member recruitment, leadership development, conducting activities, or enhancing your chapter's image. Some possible uses include sending an extra delegate to Convention, providing a scholarship or scholarships to a member or engineering student, initiation fee refunds for outstanding new members, Pi Day activities, or insignia items (t-shirts, hoodies, etc.) for new or active members (all products available for purchase can be viewed at [www.tbp.org/store](http://www.tbp.org/store)).

### **What kind of activities will NOT be funded through grant requests?**

In general, grants will not be approved solely for food including food at chapter meetings!

**Who approves grant requests?**

Grant requests are reviewed and approved by a committee at Headquarters that includes the Executive Director.

**Is there any kind of follow-up required after the grant money has been spent?**

The activity should be documented as part of your annual chapter project reports. In addition, your chapter should prepare a short (1-2 paragraphs) report about the use of the grant money and email it, along with any relevant pictures, to [accounting@tbp.org](mailto:accounting@tbp.org). This information can be included as part of your chapter project report. Chapters that do not provide this report may be subject to restrictions on grant requests in the future.