

## The Giving Back Fund Application Guidelines

The Giving Back Fund provides financial support to projects that showcase the knowledge and skills of agricultural and biological engineering profession through projects that provide benefits to underserved individuals or groups.

Modest grants are available annually to support one or more projects. ASABE members are invited to submit a video to seek funding support from the Giving Back Fund. Submissions are due to ASABE headquarters by December 31 of each year.

Donations to the Fund are encouraged.

The following are the rules for eligibility, application, and selection, as stated in the Bylaws of the Giving Back Fund Committee.

### **Article IV - Rules for the Fund Disbursement**

1. Rules for administering the fund are maintained as part of the Committee Bylaws.
2. The purpose of the Giving Back Fund shall be to recognize efforts to share the knowledge and skills of the agricultural and biological engineering profession through projects that provide benefits to underserved individuals or groups with a need for such knowledge and skills. The endeavor may take place anywhere in the world, with no preference for geographic location. The project may involve building, designing, planning, teaching, or other assistance that has tangible evidence of the endeavor.
3. References made to the funds by the recipient(s) shall refer to the Giving Back Fund (year) of the American Society of Agricultural and Biological Engineers. Projects that receive ASABE Giving Back Funds shall acknowledge this support in any subsequent videos, press releases, and the like about the project.
4. The selected recipient(s) of the funds must use the money for supplies or travel for continuing the project, completing another phase, or starting a similar new project. The number of recipients receiving money is at the discretion of the judging panel and subject to available funds. The funds shall be used within two years of the award.
5. The conditions of eligibility are:
  - 5.1 The project must involve at least two individuals who are ASABE members, at any Member Grade, in the year nominated and in the year the funds are presented and include at least two

persons with one or more degrees completed or in process in agricultural engineering, biological engineering, biosystems engineering, or similarly named disciplines/university programs.

- 5.2 Any member of a team which is given Giving Back funds shall be ineligible to be on a selected effort for two years.
- 5.3 The initial project or phase submitted shall have commenced within 5 years of being nominated and must be completed within 2 years of receiving funding from this fund.
- 5.4 Submissions can be considered by the committee for a total of 3 years as long as the candidates remain ASABE members in good standing and the project is still pending and viable.
6. Selection of the funded efforts will be based on the criteria and procedures described under Article IV – Rules for Fund Disbursement of these Bylaws.
7. The Giving Back Fund Committee shall have the power to decide any question relative to the selection of the recipient(s) not covered under these Rules.
8. ASABE shall publish annually a statement about the Giving Back Fund project(s) funded with recognition of the recipient(s). All project media presentations submitted will be posted on the ASABE website.
9. Any funds donated to the Giving Back Fund during a calendar year may be placed in the endowment, or distributed during that year at the discretion of the committee, in consultation with the wishes of the donors of the funds in that year.
10. Submission Procedures:
  - 10.1 A timely call for submissions for the Giving Back Funds shall be made in appropriate ASABE publications.
  - 10.2 Submissions must be received by ASABE no later than December 31 to be considered for the funds in the following calendar year.
  - 10.3 The submission shall include electronic submittal of the submission information as developed by the committee in a video or other current electronic technology that depicts the projects and provides pertinent details such that the effort can be evaluated by the judging panel. If a video is submitted, it shall be between 3 and 15 minutes in length and able to be viewed on commonly available technological devices.
11. Criteria that the committee can choose to weight in selecting the recipient(s) include:
  - 11.1 The project's use of the knowledge and skills of agricultural and/or biological engineering to benefit others.
  - 11.2 Impact of the project

- Number of beneficiaries of the project
- Level of inspiration to others
- Cost effectiveness of the project
- Life of the project with preference given to projects that last at least 5 years.

#### 11.3 Project Details

- Timeline from when the project is first proposed through the time the submission for funds is made
- Description of how the funds would be used if the project is selected; specific details preferred.
- Include ideas that didn't work and were discarded if appropriate.

#### 11.4 Team and Team Characteristics

- Number of ASABE members on the project team – must have at least two; more encouraged
- Below are samples of teams that may be awarded additional points for team diversity in age, gender, ethnicity, nationality, technical area, employer, etc. as determined by the judging committee
- One or more students
- Students and practicing professionals.
- Representative(s) of more than one specialty area within the profession: machine systems, food processing, natural resources/ecological engineering, bioprocessing, biofuels, facilities, ergonomics, aquaculture, bioenergy, safety& health, information and electronic technology, grain handling, post harvest technology, etc.
- More than one generation (age difference between oldest and youngest team members is at least 20 years)
- Each participant has a meaningful role in the project.

#### 11.5 Quality of report/video

12. Those making submissions will be required to agree in writing to acknowledge ASABE's Giving Back Fund as a project sponsor in all future promotion or description of the project. Those receiving funds will agree to submit a one page report or 3-15 minute video describing how the funds were used. These become the property of ASABE for promotion of the Society, the profession, and the Giving Back Fund.