

## 2024–25 Letter of Inquiry Package

### TIMELINE

The NCEES Foundation conducts one funding cycle per year, starting on October 1 and ending on September 30.

- Applicants must submit a Letter of Inquiry (LOI) between September 1 and March 1.
- Invitations to submit a full proposal will be issued on April 1.
- Full proposals must be submitted by May 1.
- Funding will be formally announced in August.
- Funds will be distributed on or before September 30.

### PRIORITIES FOR GIVING

Priority is given to proposals that demonstrate a clear connection to advancing engineering and surveying licensure to protect the health, safety, and welfare of the public. Examples include programs that

- Promote the value of engineering and surveying licensure within the profession or to the general public
- Build the pipeline of future engineers and surveyors at the K-12 level
- Keep current engineering and surveying students enrolled and/or successful in their respective programs

### INSTRUCTIONS

The LOI is a fillable PDF and consists of four sections. If more room is needed, you may attach a separate document to your submission. Project details beyond the scope of what is included in the LOI are not required at this time.

Completed LOIs must be emailed to [foundation@ncees.org](mailto:foundation@ncees.org) no later than March 1, 2025. Incomplete submissions will not be considered.

### FREQUENTLY ASKED QUESTIONS

#### **Do I need to provide information for all organizations participating in the project?**

Multiple organizations may submit a combined proposal provided that a primary organization is specified and responsible for all communications. If more than one organization is involved, enter the primary organization information in Section One and submit a separate document that provides all information in this section for each additional participating organization.

#### **Are organizations outside of the United States eligible to apply for funding?**

No. Only U.S.-based organizations are eligible to apply for funding.

#### **Does NCEES fund research proposals or make multiyear funding commitments? No.**

Organizations are welcome to submit a proposal to fund one year of a multiyear project. Funding for future years must be submitted through future funding cycles and is not guaranteed.

## 2024–25 Letter of Inquiry

### SECTION ONE—Requesting Organization Information

Name of organization

Address

IRS nonprofit status

Select scope of  
organization

National

Regional

State

Community

Name of CEO/executive  
director

List of current board  
members

Organization's official  
mission and vision  
statements

Name and email for  
primary point of contact

## **SECTION TWO—Project information**

Title of project

Provide a brief description and timeline for the project

## **SECTION THREE—Statement of need**

Funding amount requested

Total project costs

List additional funding sources and amounts (including both cash and in kind)

What percentage of requested funds will be used to offset existing staff salaries or basic operational expenses?

## **SECTION FOUR—Statement of purpose**

What is the problem you plan to address, and why is it important?

Describe your solution. If other organizations are actively working to address the same problem, what will you do differently?

Who does the project benefit?

How/why are you best positioned to implement the project?

How will the project advance engineering or surveying licensure?