

PMIEF Grant Guidelines

Effective Date:	November 2024	Team:
		PMIEF
Last Update:	November 2024	Responsibility of:
		Manager, Grants & Partnerships

The following sets forth guidelines that the Project Management Institute Educational Foundation (“PMIEF”) will rely upon in evaluating requests for grant funds and making grant awards.

A) Grant Pre-Award Guidelines

(1) Eligibility Criteria for Grants

To be considered for a PMIEF grant, an organization must:

- Be a 501(c)(3) nonprofit organization, not for profit academic institution (including primary and secondary schools as well as colleges and universities) or not for profit research institute (organizations chartered by PMI or affiliated organizations of PMI may partner with 501(c)(3) organizations to submit a grant request, but the grant request must be submitted by the 501(c)(3) organization). If outside of the United States, organization must comply with the [Foreign Equivalency](#) rules;
- Operate, organize, and disseminate services without regard to race, religion, gender, age, national origin, sexual orientation, or disability;
- Operate programs with a primary focus on working with youth aged 14-24 on skill-building, empowerment, financial literacy, entrepreneurship, leadership etc. that is tied to project success;
- Program delivery must be through project-based learning methodologies;
- Demonstrate a willingness, ability, and capacity to work closely with PMIEF, PMI and its volunteers to help youth succeed in their endeavors through project management;
- Encourage new ventures, models of delivery, and innovative strategies to enable youth success through project management;
- All proposals must establish a plan for evaluating the impact of project management; and
- All proposals must include how the grantee plans to sustain the integration of PM beyond the grant period

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(2) Evaluation Criteria for Grants

The Project Management Institute Educational Foundation awards a limited number of grants each year to nonprofit organizations, supporting the incorporation of project management skills into their programs and internal capacity-building. We award grants to nonprofit organizations to invest in the development of young people by advancing project management knowledge.

Multi-year funding (not to exceed 3 years) may support activities that include integrating project management into existing youth skills-building curricula and expanding curriculum and course offerings to promote project management as a critical skill. This investment may include evaluating the impact of project management on youth and establishing innovative models and delivery mechanisms to enable youth success through project management as it relates to building life skills.

PMIEF seeks proposals that permit potential widespread application, replication and sustainability. This better ensures that multiple, geographically diverse audiences benefit from its funding. Funding decisions are based on the proposed initiative's scope, reach, anticipated outcomes and impact, and duration. The PMIEF Board of Directors will only consider applications that request funding for a single initiative or phase within an initiative. In addition, no additional resources beyond the grant should be expected. The PMIEF Board of Directors will not provide grants for general operating costs, endowment drives, capital campaigns, deficit financing, building campaigns, or travel (unless travel is required as an integral part of the proposed initiative).

Our grants fund projects which address one or more of the following goals:

- Raise the awareness of project management in youth serving nonprofits across the globe
- Introduce and promote the use of project management as a life skill for youth ages 14-24
- Recognize leadership in project management
- Encourage new ventures related to project management
- Advance the understanding of project management
- Raise the awareness of project management in youth across the globe

In addition to these principles, the Foundation considers numerous criteria in evaluating grant applications:

- Is there a demonstrated need and demand for the proposed project?
- Will the proposed project benefit a meaningful number of people?
- Does the organization have the institutional capacity, including qualified staff, to successfully undertake the proposed project?

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- Are there appropriate governance and oversight responsibilities?
 - Has the proposed project been thoroughly developed and carefully planned?
 - Have the individuals expected to benefit from the project been consulted in its development?
 - Is the budget for the proposed project detailed, realistic, and cost-effective?
 - Are metrics and performance standards in place?
 - Is PMIEF the most appropriate source of funding?
 - What other sources of support have been requested?
 - Has a long-term funding plan been developed to support the proposed project beyond the term of the Foundation's support?

The Foundation does not make grants from its unrestricted funds for:

- sectarian or religious activities;
- grants to private foundations;
- endowments or memorials;
- direct or grassroots lobbying efforts; and
- sustained support for recurring operating expenses.

(3) Application Schedule for Grants

Grant applications are considered primarily in Fall (October-December) with fund dispersal in Winter (January-March). However, a grant application may be considered for funding throughout the year, contingent on funding availability and fit.

(4) Application Guidelines for Grants

Financial Parameters:

- Grants will be limited to a 1,2 or 3-year period
- Grants will be limited to a \$250,000 investment cap per year
- Cost effective grant applications that have a per enablement cost of \$10 or less may be viewed as stronger investments
 - **(NOTE:** Grants that provide a strong cost/benefit against the enablement limit i.e., less than \$10 per youth/adult enablement may be viewed as stronger applications than those who go up to or over the stated limit)

If your organization is selected as a Youth-Serving Nonprofit Partner, PMIEF is committed to providing the support, expertise and consulting you need to help you integrate project management into your youth programs and increase your organization's project management capacity. This can include program development assistance, curriculum integration, project management training, coaching, and project management volunteers.

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Documentation:

- Answers to individual questions in the grant application should be limited to approximately 250 words or less, unless otherwise agreed upon.
- Documents should be submitted as .docx files and/or .xls
- Documents should use Arial Font and 12pt size lettering with 1-inch margins

Applicants must complete the online PMIEF grant application. The following must be included in the application.

The **Application Summary** for the grant application must include:

Organization Contact Information

- *Organization Name*
- *Organization Address*
- *Organization City*
- *Organization State/Province (if applicable)*
- *Organization Country*
- *Organization Telephone Number*
- *Organization Website Address*

Primary Contact Information

- *Contact Full Name*
- *Contact Email Address*
- *Contact Telephone Number*
- *Contact Title*

Organization Documents

- *Articles of Incorporation, 501(c)(3) tax-exempt status determination letter or equivalent, or another chartering document*
- *Organization operating budget*
- *If available, must recent independent financial audit, review or compiled financial statements*
- *Most recent Annual Report*
- *A list of current organization board members*
- *Nondiscrimination policy*
- *Letters of agreement from partner organizations (if applicable)*
- *Signed non-U.S. organization affidavit (if applicable)*

Project/Program Organization Narrative

1. *A description of the organization's mission.*
2. *A description of the organization's vision.*
3. *A description of how the proposed project/program fulfills the organization's mission.*
4. *A summary of the organization's history.*
5. *A description of the organization's experience in successfully completing similar projects/programs.*

Project Overview

- *Project/program name*
- *Anticipate start and completion dates*
- *Total cost of project/program (USD\$)*
- *Amount requested from PMIEF (USD\$)*
- *Number of years for proposed project*
- *Calculation of cost per enablement (total number of youth enablements + total number of adult enablements divided by the total amount requested by PMIEF)*

The **Project/Program Questions** for the grant application must include:

Project Narrative

1. *A description of the proposed project/program for which the requested funds will be used.*
2. *A statement of the unmet need that the project/program will fulfill.*
3. *A description of the project/program goals.*
4. *A description of future funding plans should the project/program continue beyond the PMIEF grant period.*
5. *A list of key project/program team members, including their roles and responsibilities.*

Project/Program Integration with PMIEF

1. *A description of how the proposed project/program links to the purpose and goals of PMIEF.*
2. *A description of the expected impact on program outcomes from implementing project management.*
3. *A plan to integrate project management principles and practices into your pre-existing programs to enhance their effectiveness?*
4. *A description of any specific strategies or tools you will use to incorporate project management into your existing initiatives.*

Project/Program Targets

1. *A description of the target audience, constituents and geographic communities that will benefit from the project/program.*
2. *Annually, how many youths do you expect to reach and benefit from your programs once project management is fully integrated?*
3. *On an annual basis, how many youth enablements do you expect the project to create?*

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4. *On an annual basis, how many volunteer/educator enablements do you expect the project to create?*
5. *On an annual basis, how many adult/employee enablements do you expect the project to create?*
6. *A description of how the project/program will impact the designated audience.*
7. *Outline specific strategies or activities in your project plan that promote diversity, equity, inclusion, and belonging for youth. For more information on PMI's statement on DEI, please visit our website: (<https://www.pmi.org/about/diversity-equity-and-inclusion>)*

Project Program Interaction with Others

1. *A description and explanation of organizations that will serve as partners for the project/program, if applicable.*
2. *A description of other support for the project/program that is expected.*
3. *A description of risk mitigation strategies should other funding required to support the project/program become not be available.*
4. *An explanation of how the project/program will proceed if PMIEF does not support it.*
5. *A description of how the proposed work will be unique from other organizations/projects.*
6. *A description of foreseeable obstacles to the project/program.*
7. *A summary of the publicity plan for the project/program.*

Project/Program Objectives and Evaluation/Measurement

1. *A list of project/program objectives and the respective evaluation/measurement methods for each.*

Project Sustainability and Longterm Impact

1. *How do you anticipate the integration of project management will enhance the sustainability and long-term impact of your programs?*
2. *How do you anticipate continuing the integration of project management beyond the grant period?*
3. *How does your organization connect with and cultivate relationships with its alumni?*

Timeline for Implementation

1. *What is the expected timeline for implementing project management practices into your pre-existing programs?*
2. *Are there any specific phases or milestones you anticipate during the integration process?*
3. *Is there anything that might keep your organization from meeting the proposed timeline for implementation?*

B) Additional Considerations

- PMIEF reserves the right to discontinue or modify the grant program, or any component thereof, and to revise any or all the grant requirements, processes, or eligibility criteria at any time.
- Any material misrepresentation of the facts in the prospective grantee's application and supporting materials, whether discovered during the verification process or later, will result in withdrawal of the application from consideration. Following notice to the prospective grantee of the discovery of the misrepresentation, and the opportunity for the prospective grantee to explain the circumstances of the erroneous submission, the candidate may be banned from applying again for PMIEF grants in the future if intentional misrepresentation to gain competitive advantage is proven to be true.

C) Grant Post-Award Guidelines

(1) Grant Follow-up and Requirements

Grant recipients are required to submit quarterly reports, annual reports, and a final report when applicable to share progress and activities towards grant objectives. All grant recipients must submit a final report on program outcomes within 45 days (about 1 and a half months) after the grant period ends. Both interim and final reports must include an itemized budget of grant expenditures, updated budget for following year of funding (if applicable), key metrics about reach and impact, and key deliverables that exemplify funded activities.

(2) Use of the PMIEF logo and Intellectual Property

The PMIEF name, logo or other identification or intellectual property can only be used with the expressed prior written permission of PMIEF. Permissions will be written into grant agreements.