

IFTSA Chapter Event Grant

RULES AND GUIDELINES

BACKGROUND

The IFT Student Association (IFTSA) Chapter Event Grant provides IFTSA Chapters, food science clubs, and other student groups related to the chapter that demonstrate their commitment to advancing the science of food and fostering community through innovative events.

PURPOSE

The mission of IFTSA is to enrich the academic experience and empower students to thrive individually and together. The mission includes two parts, prepare the future and celebrate the community. IFTSA Chapter Event Grant is designed to recognize Chapters that demonstrate this mission and develop, grow, advance, include, excite, and support student members.

Student groups are encouraged to apply for funding to support special events that might otherwise be cost prohibitive. A minimum of six (6) grants of up to \$250 each (between \$50 to \$250 USD) will be awarded annually. Applications must be submitted via the online portal at IFT.org, following the instructions provided. Late or incomplete submissions will not be accepted.

AWARDS

A minimum of six (6) grants of up to \$250 will be presented annually.

Grant recipients will be recognized in the IFTSA Student Lounge at IFT FIRST.

SPONSOR

Institute of Food Technologists Student Association

SCHEDULE

DATE	EVENT
January 12, 2025	Applications open
February 15, 2025	Application review*
March 15, 2025	
April 15, 2025	

*This year applications will be reviewed on a rolling basis beginning February 15, checked monthly, and closed on April 15.

ELIGIBILITY

- A. The student group must be an official IFTSA Chapter and complete the minimum Chapter requirements.
Contact IFTSA VP of Chapter Engagement or designated IFT Staff member for information on minimum chapter requirements.
- B. Chapter officers must be IFT student members in good standing.
- C. Faculty advisor must be an IFT member in good standing for the current academic year.
- D. There must be proof of matching funds from another source/partner.

PROCEDURES

Application

Provide a description of the event with the elements below. See sample application.

A. General Information

Chapter Name: name of your IFTSA Chapter or student group.

Event Title: The name of the event for which you are seeking funding.

Contact Information of Chapter President, Event Coordinator (if different) and Faculty Advisor

B. Event Description: Provide a detailed description of the event (maximum 750 words). Include the following elements:

Event Objectives: Clearly state the purpose and goals of the event. Include how it aligns with the IFTSA strategic objectives to prepare the future and celebrate the community.

Audience: Define the target audience (e.g., students, faculty, industry professionals, etc.) and estimate the expected number of participants.

Event Format: Describe the format of the event (e.g., workshops, networking, panel discussions, etc.); provide an agenda, if available.

Outcomes: Describe the anticipated outcomes of this event and how it will benefit the participants and your IFTSA Chapter.

C. Budget

Budget Breakdown: Provide an estimate of expenses for the event. Note which costs the grant will cover and explain additional funding source(s) that will match the funds provided by IFTSA.

D. Other Supporting Materials

Marketing Plan: Outline how the event will be promoted to ensure maximum participation. Also indicate how IFTSA logo and sponsorship will be incorporated in your event.

Partnerships: If you are partnering with other organizations, clubs, departments, or companies list them and explain their role in the event. Identify the partner/source that is providing matching funds. If selected, you may be asked by IFT Staff to provide further proof of matching funds.

Judging

A committee, led by the IFTSA Office of the President and designated IFT staff members, will review and score applications. Applicants will be notified of their status by the date outlined in the schedule. Applications will be assessed based on the following rubric:

Criteria	Description	Weight
Alignment with IFTSA Mission	The event effectively embodies IFTSA’s mission to prepare the future and celebrate the community by growing student network connections and advancing professional aptitude to enable career success.	30%
Clarity of Event Objectives	Objectives are clearly aligned to address a specific need or opportunity within the IFTA Chapter or student community	30%
Impact on IFTSA Chapter and Participants	The event engages a meaningful number of targeted students and will have a lasting impact on the chapter, participants, and the broader IFT/IFTSA community.	20%
Feasibility of Budget and Proof of Matching Funds	The proposed budget is clear and realistic. There is proof of matching funds from another source.	20%

Post-Event Requirements

Grant recipients are required to submit a post-event report within 30 days of the event's conclusion. The report should include (maximum 500 words)

- A. **Event Summary:** A brief description of the event, including attendance and feedback.
- B. **Photos and Media:** Include at least three photos or media from the event. One photo must showcase the IFTSA logo in marketing/event materials.
- C. **Impact:** Describe how the event met its objectives and contributed to the chapter and student community.

By submitting these materials, the recipient agrees that IFTSA has the right to use photos and event information for social media purposes (LinkedIn, Instagram) and other IFTSA promotional materials.

Grant recipients will be recognized in the IFTSA Student Lounge at IFT FIRST. Failure to submit a post-event report will affect future grant eligibility.