

POLICY/PROCEDURE NUMBER:

D – 6.1

DATE: June 2017	SUBJECT:
ISSUE: Awards	Young Professionals Grant (YPG) – Terms of Reference
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Terms of Reference

1. The Young Professional Grant (YPG) is a grant that allows architects, engineers, technicians and other technical disciplines who are just starting their careers in the healthcare field the opportunity to attend the CHES National Conference.

2. This form of learning can be very powerful and inspirational to young professionals who are learning about potential paths within healthcare and want to experience a major conference by interacting with their peers, other young professionals and attend the various educational and social activities of the CHES National Conference.

3. **Purpose**
 - 3.1. To allow architects, engineers, technicians and other technical disciplines who are just starting their careers in the healthcare field the opportunity to attend the CHES National Conference.
 - 3.2. To provide an educational and networking opportunity
 - 3.3. To recognize at CHES that the young professionals who have chosen to work in the healthcare field are the future of the organization.
 - 3.4. To encourage professional growth through nurturing, mentorship and sponsorship.

4. **Eligibility**
 - 4.1 To be eligible for the grant, the candidate must:
 - 4.1.1 Be working full time within a healthcare organization or a company supplying technical services to healthcare facilities or organizations.
 - 4.1.2 Be or will become architects, engineers (i.e. mechanical, electrical, power, and civil, etc.), technicians or similar technical disciplines.
 - 4.1.3 Be working in the healthcare field for less than five (5) years. OR be a professional architect, engineer, technician or similar technical field for not more than ten (10) years.

5. **Submission requirements:**
 - 5.1 Submission for the grant must be completed by the eligible candidate and submitted to the CHES National Office no later than April 30th.
 - 5.2 Submission must include a letter of endorsement of the nominee from the local CHES Chapter.
 - 5.3 The eligible candidate must provide information on their recent employment and future career aspirations.

6. **Sponsorship requirements:**
 - 6.1 The YPG sponsorship application form must be completed by the sponsoring organization/company and submitted to the CHES National Office no later than April 30th.

7. **Grant/Award:**
 - 7.1 Reimbursement for travel costs (vehicle, air, accommodations and meals) for the successful candidate (s), will covered by the grant up to a maximum of \$2,000 with amounts above this value being the responsibility of the successful candidate (s). (Reimbursement will be in accordance with CHES Policy B5.1 Item 2 covering reimbursable expenses.)
 - 7.2 The successful candidate(s) is responsible for any personal expenses incurred while attending the conference.
 - 7.3 The successful candidate(s) will be expected to arrange for appropriate time to attend the conference. The grant cannot be used to subsidize time off work.
 - 7.4 Conference registration fees for the successful candidate(s) will be waived.
 - 7.5 CHES will provide a complimentary CHES membership for the successful candidate for one (1) year following the conference.
 - 7.6 CHES will recognize the candidate(s) and sponsors at the Opening Evening Reception and will provide the successful candidate(s) with a special YPG recognition ID badge.

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8. Judging

- 8.1 The review of applications and the selection of successful candidate(s) will be completed by the CHES Membership Committee utilizing a selection criteria established by the Membership Committee.
- 8.2 The Sponsor(s) may observe the Membership Committee judging process (including review, evaluation, scoring and selection) but will not actually score or select the submissions.
- 8.3 A record of the scoring to the criteria shall be confidentially maintained by the Membership Committee and made available only to the National Board upon request.
- 8.4 Recommendation for the Grant will be submitted in writing by the Membership Committee Chair to the CHES National Board of Directors for consideration.
- 8.5 The number of grants awarded will be based on the number of Sponsorships received. If no sponsorships are received, then no grants will be awarded in that given year.

9. Notification of Recipient

- 9.1 The following process will be used for notification of the grant recipient(s):"
 - 9.1.1 The grant recipient(s) will be contacted by the CHES National Office by phone and advised of being selected for the grant.
 - 9.1.2 The CHES National Office will forward the formal letter, by mail and email, from the CHES President acknowledging the selection of the recipient(s) for the grant.
 - 9.1.3 The National Office will copy the CHES President and the local CHES Chapter on the formal communications.
 - 9.1.4 Once the letter has been sent, the Grant Sponsor will be notified that they may contact the recipient.
 - 9.1.5 CHES will formally recognize both the sponsoring organizations/companies and the successful candidates at the National Conference Opening Evening Reception.
 - 9.1.6 CHES will acknowledge the successful candidate(s) and the sponsoring organization/company in the CHES magazine following the conference.

Program Initiators:
 Richard Dixon
 Barry Hunt

Approved by CHES Board of Directors: June 2017
 Revised September 2017
 Revised February 2018
 Revised December 2020
 Revised March 2021

Approved by: _____

Date: _____