All alumni communities have access to a special IUAA grant pool that is available to use for alumni engagement programming and events. The grant pool is available during the current fiscal year (2015-16) or until all funds are completely utilized. The IUAA fiscal year runs from July 1-June 30.

Grants are awarded on a case-by-case basis. May submit as many grant proposals as they wish; however, the total amount of all grants awarded to any individual chapter, in a given fiscal year, cannot exceed $2,000.

Ambassador chapters may make grant proposals for financial support for existing, new, or special events, activities, and programs as well as IU and/or IUAA “swag” items, if needed.

The applicant must complete one application for each funding request. Only applications completed in full will be considered.

Criteria and Process for Awarding IUAA Ambassador Grants

1) Criteria
   a) Grant funds may be used to cover all or a portion of the expenses related to any event where the focus is on alumni engagement. Funds may also be used to purchase IU swag and giveaways from the IU Alumni Association's Event Merchandise site or other retailers.

   b) One request should be submitted for each event/program separately and cannot exceed a cumulative total of $2,000 in one fiscal year period.

   c) Requests should be received at least 60 days prior to the event.

2) Award Process
   a) Requests for under $500 will be reviewed by the Alumni Volunteer Services Manager.

   b) Requests for $500 or more will be reviewed by the Grant Committee. The Grant Committee is comprised of five IUAA staff members appointed by the Chief Executive Officer of the IUAA and the Director of Alumni Communities and Volunteer Engagement.

   c) After a grant is awarded, the Alumni Volunteer Services Manager will notify the applicant within 30 days and include information detailing the amount of the approved grant and the amount of funds available for the remainder of the fiscal year.

   d) The chapter President and/or Treasurer must keep track of the amount of funds requested and/or awarded throughout the fiscal year, maintain a budget, and collect and submit invoices and/or receipts for payment.
e) Funding is contingent on the event or program reasonably occurring as proposed. The applicant must notify the Alumni Volunteer Services Manager if significant changes are expected that would impact the event or program as originally proposed.
   i) The Grant Committee must be consulted of major changes to a grant-funded event and may request that a new funding request be submitted.
   ii) The Grant Committee may choose to withdraw or change the amount of funding from previously approved requests if the changes significantly alter the event from the original proposal.

3) Event Payments and Reimbursements
   a) All approved funding requests will be recorded by the IUAA Business Office and the Alumni Volunteers Services Manager. All monies granted will be kept in the IUAA’s corporate account and will be distributed after original receipts are received.

   b) Payments for goods and services can be handled one of two ways:
      i) Invoices can be sent to the Alumni Volunteer Services Manager and payment will be sent directly to the vendor via check or credit card.
         • IMPORTANT NOTE: A W-9 is required if the IUAA pays the vendor directly. The W-9 form is located on the Volunteer Intranet on the “Resources” page.

      ii) Alumni volunteers may pay for goods and services themselves and request reimbursements from the IUAA. Original receipts must accompany the reimbursement request.
         • Please use the check request form found on the Volunteer Intranet on the “Resources” page.

      • Payments will only be made in amounts that are equal to or less than the amount of the grant.

   c) IUAA grant monies awarded must only be used to pay for event expenses.

   d) Should the total amount of a grant not be fully utilized, the remainder of the grant will be refunded to the grant account and cannot be carried over to another event or be deposited into a scholarship account.

   e) The balance of available grant monies for any given Chapter within the current fiscal year is calculated based on the actual amount of grant monies paid out, not the amount awarded.

4) Event Revenue
   a) Event income generated must first be used to cover event expenses which does not include scholarships. Event income exceeding expenses may be used to reduce the amount of the grant awarded, thus making the chapter eligible for other grants in the same fiscal year.

   b) Mail cash and check payments to:
      IU Alumni Association
      Attn: Alumni Volunteer Services Manager
      1000 E. 17th St.
      Bloomington, IN 47408
c) Cash payments over $100 should be sent by money order. Any fees associated with obtaining a money order may be taken out of the grant monies awarded.

d) Online forms are available for credit card payments. Please work with the Alumni Volunteer Services Manager to create the form. **NOTE:** Online forms can take up to 3 weeks to create.

e) Proceeds from events may be deposited into a chapter's scholarship account as long as all of the event expenses were fully covered solely by registration income. Grant monies not fully used for event expenses may not be deposited into a scholarship account.

5) **Post-Event**
   
a) A list of attendees, along with their contact data, is required to be submitted to the Alumni Volunteer Services Manager no later than 30 days following the completion of the program. Please use the [Event Contact Data Form Template](#) located on the “Resources” page on the Volunteer Intranet.

b) Please email the completed Event Contact Data Form to the Alumni Volunteer Services Manager at [chapweb@indiana.edu](mailto:chapweb@indiana.edu).
Ambassador Chapter Grant Application
FORM A: Requests under $500

Alumni Community Name: ________________________________

Name of Event/Program: ____________________________ Event Date: ________________

Venue: ________________________________ Estimated # attendees: __________

Contact Name: ________________________________

Phone: ________________________________ Email: ________________________________

Funds will be used for:

- Game Watch
- IUAA Swag/Material
- Other, please explain: ________________________________________________________

Amount: ________________________________

Describe how the money will be spent:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Identify which IUAA initiative(s) this event supports:

- IUAA Membership
- Career/Professional Development
- Spirit, Pride, & Tradition
- Lifelong Learning
- Students (e.g.: recruitment/scholarship/alumni-student interaction)

Submit Application to:
Mallory Evans, mallevan@indiana.edu OR
Mail to: IU Alumni Association, c/o Mallory Evans
Virgil T. DeVault Alumni Center, 1000 E. 17th Street, Bloomington, IN 47408

Updated Sept. 2015
Ambassador Chapter Grant Application
FORM B: Requests over $500

__________________________________________________________________
Alumni Community Name: ____________________________________________

Name of Event/Program: ____________________________________________ Event Date: _________________

Venue: __________________________________________________________ Estimated # attendees: __________

Contact Name: ____________________________________________________

Phone: __________________________ Email: ____________________________

Amount Requested: __________________________

Is there a registration fee for the event?  ☐ Yes  ☐ No  If yes, amount: $______/person

Any discounted rates? (eg: IUAA members, children, students, VIP/comps) ☐ Yes  ☐ No  If yes, explain:
______________________________________________________________________________________
______________________________________________________________________________________

Identify which IUAA initiative(s) this event supports:
☐ IUAA Membership  ☐ Career/Professional Development
☐ Spirit, Pride, & Tradition  ☐ Lifelong Learning
☐ Students (e.g.: recruitment/scholarship/alumni-student interaction)

Briefly describe the event/program and how it will support the areas identified above: ________________
______________________________________________________________________________________
______________________________________________________________________________________

Provide a proposed budget for the event (feel free to attach a separate page). Please include the amount(s) of any additional funding sources for the event: ______________________________

Submit Application to:
Mallory Evans, młevea@indiana.edu OR
Mail to: IU Alumni Association, c/o Mallory Evans
Virgil T. DeVault Alumni Center, 1000 E. 17th Street, Bloomington, IN 47408

Updated Sept. 2015