All alumni communities (chapters, constituent societies, and affiliate groups) have access to a special IUAA grant pool. 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.

Communities should plan and budget for their yearly calendar of events based on the annual allocation funding received from the IUAA. Grant funds are available for additional financial support above the annual allocation. Grants are awarded on a case-by-case basis. Communities may submit as many grant proposals as they wish; however, the total amount of all grants awarded to a community, in a given fiscal year, cannot exceed $3,000.

The applicant must complete the attached application. Only applications completed in full will be considered. Also, please be sure to include a proposed budget and plans for promotion.

**Criteria and Process for Awarding IUAA Communities Grants**

1. **Criteria**

   a.) Grant funds may be used for the following:
   
   - New or pilot events or programs
   - Special occasions and/or anniversaries
   - Keynote speakers (with heavy consideration given to high profile IU alumni). This includes reimbursement of travel, hotel, meals, and/or speaker fees. **IMPORTANT NOTE:** The IUAA cannot pre-pay any travel, hotel, meals, and/or speaker fees. Arrangements can be made to have payment available on-site if necessary. Please work with your liaison.
   - Unexpected, non-budgeted opportunities

   b.) Events and experiences must support one of the following initiatives of the IU Alumni Association:
   
   - IUAA membership
   - Career and Professional Development
   - Spirit, Pride, and Tradition
   - Lifelong Learning
   - Students (ie: student recruitment, scholarship, and/or alumni-student interaction)

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

2. **Award Process**

   a.) Funding requests 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.

   b.) Applicants will be notified of event funding decisions within 30 days of the application submission.

   c.) Funding is contingent on the event or program reasonably occurring as proposed. The applicant must notify their IUAA liaison if significant changes are expected that would impact the event or program as proposed.
The Grant Committee must be consulted of major changes to a grant-funded event and may request that a new funding request be submitted.

The Grant Committee may choose to withdraw or change the amount of funding from the previously approved request if the changes significantly alter the event from the original proposal.

d.) The IUAA may withdraw funding or request the return of funds for events or programs which are substantially reduced or inaccurately portrayed in the application.

e.) A summary of the program or event is required to be submitted to your assigned liaison no later than one month following the completion of the program.

3. Event Payments, Reimbursements, and Transfer of Funds

a.) All monies granted will be kept in the IUAA’s corporate account and will be distributed after the event is completed.

b.) Consult with your liaison to determine the best method for receiving grant funds. Options include: IUAA paying for goods and services directly with the vendor or reimbursement to an individual or University account.

c.) Payments will only be made in amounts that are equal to or less than the amount of the grant awarded. Any grant funds not fully utilized will be refunded to the grant account and cannot be carried over to another event or be deposited into a scholarship account.

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

e.) The balance of available grant monies for any given community 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.

b.) Event income exceeding expenses may be used to reduce the amount of the grant awarded, thus making the group eligible for other grants in the same fiscal year.

c.) Proceeds from events may be deposited into a 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 your liaison 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 your liaison.
Alumni Communities Grant Application

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 (eg: 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: ________________________________