UTEP Alumni Association
Grant Application Program
Fiscal Year September 1, 2017 – August 31, 2018

The UTEP Alumni Association sponsors the Grant Application Program which provides the opportunity for all established UTEP Alumni Chapters and Networks to receive financial support to coordinate events, programs and/or activities. The Office of Alumni Relations administers and oversees the Program.

Grant Application Schedule

Grants are awarded on a quarterly basis. Grant applications must be submitted at least one month prior to the event*.

Quarter	Dates
First Quarter	September, October, and November 2017
Second Quarter	December 2017, January, or February 2018
Third Quarter	March, April, or May 2018
Fourth Quarter	June, July, or August 2018

Grant Application Program Guidelines

- In order to be considered for funding, events and/or activities must:
    - Offer services to alumni that advance the University's mission and strategic goals.
    - Engage, connect and enhance the interaction among alumni, family, friends to build life-long relationships.
    - Increase outreach efforts while promoting alumni membership. Annual PICK-NIC reunion does not quallify for grant funds.
- Grant requests have a limit of up to $1,000.00. Grant monies are not cumulative. One grant application per event or activity.
- The UTEP Alumni Association reserves the right to approve or deny grant applications based on funds availability, event criteria, type of expenses, and alumni engagement. The group must be active, in good standing and attend monthly conference call meetings.
- Unused funds will revert back to the grant program. Sound financial practices are expected from the Chapter or Network representatives to make best use of grant funds. Fundraising opportunities are highly encouraged to help support events/activities.
- Part I of the Grant Application must be complete at the time of request.
- Submit applications to the Office of Alumni Relations by mail to Peter and Margaret de Wetter Center, 500 W. University Avenue, El Paso, TX 79968-0724, or via E-mail to lbarrios@utep.edu. Please enter "Grant Application Program" in the subject field.

Responsibility of Grant Recipients

- Grant recipients must acknowledge the UTEP Alumni Association's financial contribution on all printed materials related to the event and/or activity, including invitations and programs, and at the event and/or activity, both verbally and in writing (signage, programs, etc). The Alumni Association's logo must be used in all correspondence and printed materials.
- Grant recipients must submit a completed Part II of the Grant Application (After Action Report and Event/Activity Summary) within two weeks of the event along with a sign-in sheet of event attendees - to include full name and email address - along with photos of the event. Documents must be submitted electronically. The Office of Alumni relations may assist with the process. Chapters and Networks that do not comply with guidelines and requirements will not be considered for future grant applications.

For additional information regarding the grant program, contact the Office of Alumni Relations by phone at 747-5495, or by E-mail at lbarrios@utep.edu.

Note: It is recommended that grant applications be submitted as early in the fiscal year as possible as grants are awarded on a first-come, first serve basis. Fiscal Year is September 1, 2017 - August 31, 2018.
* Time extension is available upon request.

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PART I **Contact and Event/Activity General Information**

Event Name: _____

Amount Requested:_____

Contact Information

_____
Name of Chapter or Network Requesting Funds

_____
Contact Name and Title within the Chapter or Network completing the form

_____
Mailing Address

_____
Work Phone Number   Cell Phone Number   Email Address

Event/Activity Description and Purpose

The evaluating committee may reach out to you for additional information.

Date(s) of Event/ Activity		Start Time	
Location Name and Address		End Time	
Description and purpose of this event/activity:			

How many alumni are expected to participate?		Are alumni involved in the planning of this project?	○ Yes ○ No If yes, how many _____

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PART I   Projected Budget Report

Please fill in the projected budget worksheet below, or attach your own projected budget to this application.
Will the event/activity take place if funding is not awarded?   ◯Yes   ◯No

Projected Income	Amount	Projected Expenses	Amount
Ticket Sales:		Catering	
$_____per ticket x _____guests		Facility charge	
$_____per ticket x _____guests		Tent	
$_____per ticket x _____guests		Rentals	
Sponsors/Donations:		Flowers	
		Entertainment	
		Printing – Invitations	
		Printing – Program	
		Signage	
Other Income Sources:		Postage	
		Speaker/honorarium	
		Other Expenses:	
Total Income			
Additional Chapter/Network Funds			
Total Projected Income		**Total Projected Expenses**	

List ways in which the Alumni Association will receive recognition for their financial support for this event/activity:

Grant Application Prepared by: _____ **Date Submitted :** _____

For Office of Alumni Relations use only

Received Date: _____   **Amount Granted:** _____

Approved by: _____   _____ **Date:** _____
Director for Alumni Engagement Programs   Assistant Vice President for Alumni Relations

PART II   After Action Report

Projected vs. Actual Budget Summary

Income	Projected	Actual	Variance over/ (under)
Ticket Sales:			
$_____per ticket x _____guests			
$_____per ticket x _____guests			
$_____per ticket x _____guests			
Sponsors/Donations:			
Other Income Sources:			
Total Income			
Additional Chapter/Network Funds			
Total Funds			
Expenses	**Projected**	**Actual**	**Variance (over)/under**
Catering			
Facility charge			
Tent			
Rentals			
Flowers			
Entertainment			
Printing – Invitations			
Printing – Program			
Signage			
Postage			
Speaker/honorarium			
Other Expenses:			
Total Expenses			
NET INCOME (Income less Expenses)			

PART II   **Event/Activity Summary**

Did event/activity meet the Chapter or Network expectations? Explain:

Describe how event/activity met criteria for grant program:

List ways in which the Alumni Association received recognition for their financial contribution for this event/activity:

What are your recommendations for future events/activities of this type (feedback about the event):

How many alumni participated in event/project?		Did you include a sign-in sheet, photos of the event, reimbursement receipts?	◯ Yes ◯ No Original receipts or invoices needed.

After Action Report Prepared by: _____   **Date:** _____

Revised: February 2018