



# UTEP Alumni Association Grant Application Program

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.

## 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 activities while promoting alumni membership.
- 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, and Chapter or Network good standing.
- 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.
- 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](mailto: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 about the event and/or activity including on 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 where possible.
- 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. Any recipient who does not comply with this requirement will not be considered for future grants.

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](mailto: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.

\* 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 Person's Name and Title within the Chapter or Network overseeing the event/activity

Mailing Address

Work Phone Number

Cell Phone Number

Email Address

### Event/Activity Description and Purpose

*The evaluating committee may be in touch with 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?	<input type="radio"/> Yes <input type="radio"/> 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
<b>Ticket Sales:</b>		Catering	
\$ _____ per ticket x _____ guests		Facility charge	
\$ _____ per ticket x _____ guests		Tent	
\$ _____ per ticket x _____ guests		Rentals	
<b>Sponsors/Donations:</b>		Flowers	
		Entertainment	
		Printing – Invitations	
		Printing – Program	
		Signage	
<b>Other Income Sources:</b>		Postage	
		Speaker/honorarium	
		<b>Other Expenses:</b>	
<b>Total Income</b>			
<b>Additional Chapter/Network Funds</b>			
<b>Total Projected Income</b>		<b>Total Projected Expenses</b>	

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

Grant Application Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

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

**PART II**

**Event/Activity Summary**

Did event/activity meet your 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:

How many alumni participated in event/project?		Were alumni involved in the planning of this event /project?	<input type="radio"/> Yes <input type="radio"/> No If yes, how many _____
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**After Action Report Prepared by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office of Alumni Relations use only**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_