



# UTEP Alumni Association Grant Application Program

Fiscal Year September 1, 2020 – August 31, 2021

The UTEP Alumni Association sponsors the Grant Application Program which provides the opportunity for all established UTEP Alumni Networks to receive financial support to coordinate events, programs and/or activities. The Alumni Engagement team 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 2020
Second Quarter	December 2020, January, or February 2021
Third Quarter	March, April, or May 2021
Fourth Quarter	June, July, or August 2021

## Grant Application Program Guidelines

- In order to be considered for funding, events and/or activities must:
  - Offer the opportunity to advance the University's mission and strategic goals as well as the Alumni Association's.
  - Engage, connect and enhance the interaction among alumni, family, friends to build life-long relationships.
  - Increase outreach efforts while promoting alumni engagement. Annual PICK-NIC reunion does not qualify 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 grant application committee 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 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 Alumni Engagement team via E-mail to [lbarrios@utep.edu](mailto:lbarrios@utep.edu). Please enter "Grant Application Program" in the subject line.

## 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 Alumni Engagement team may assist with the process.  
**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 Alumni Engagement team 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. Fiscal Year is September 1, 2020 - August 31, 2021.

\* Time extension is available upon request.

# UTEP Alumni Association - Grant Application Program

September 1, 2020 – August 31, 2021

## PART I Contact and Event/Activity General Information

Event Name: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

### Contact Information

Name of 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?	<input type="radio"/> Yes <input type="radio"/> No If yes, how many _____

# UTEP Alumni Association - Grant Application Program

September 1, 2020 – August 31, 2021

## **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 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 Submitted :** \_\_\_\_\_

**For Alumni Engagement team use only**

**Received Date:** \_\_\_\_\_ **Amount Granted:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Director for Alumni Engagement Programs

Assistant Vice President for Alumni Relations

# UTEP Alumni Association - Grant Application Program

September 1, 2020 – August 31, 2021

## PART II

## After Action Report

### Projected vs. Actual Budget Summary

Event Name \_\_\_\_\_

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 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)			

# UTEP Alumni Association - Grant Application Program

September 1, 2020 – August 31, 2021

## PART II

## Event/Activity Summary

Did event/activity meet the 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: \_\_\_\_\_

### For Alumni Engagement team use only

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