UTEP Alumni Association
Grant Application Program

Fiscal Year September 1 – August 31

The UTEP Alumni Association sponsors the Grant Application Program which provides an opportunity for all established Alumni Networks to receive financial support to coordinate events, programs and/or activities that further advance the strategic plan and mission of the university. The alumni engagement team the oversees the program and a committee reviews/approves all requests.

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
Second Quarter	December, January, or February
Third Quarter	March, April, or May
Fourth Quarter	June, July, or August

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 to enhance the interaction among alumni to build life-long relationships and cultivate potential donors.
  - Increase outreach and alumni membership while engaging alumni. Grant funds will not support third-party organizations.
  - Sample activities eligible for grant funding include (but not imited to): Social events that encourage membership recruitment
  - and yield philanthropic goals. Reunions to foster miner pride, institutional knowledge to support on-campus efforts and
  - student success initiatives. New student recruitment efforts. Miner spirit activities (athletic) with intention to support
  - the university and the Alumni Association and raise awareness of university philanthropic needs.
- 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 based on funds availability, event criteria, types of expenses alumni engagement and committment to fundraise. The group must be active, in good standing and attend monthly meetings.
- Unused funds will revert back to the grant program. Sound financial practices are expected from Network representatives. Fundraising opportunities are highly encouraged to support activities as well as the use of network funds.
- Part I of the Grant Application must be complete at the time of request (a month in advance) to include vendor quotes.
- Submit applications to the Alumni Engagement team via E-mail to jlcastro@utep.edu. Please enter "Grant Application Program" in the subject line. Staff member will communicate of any questions prior to sending to the committee for review/approval.

Responsibilities 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 - and 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 747-6475 or by E-mail at jlcastro@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 - August 31.
* 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 Network Requesting Funds

_____
Contact Name and Title (within the Network leadership team) of the person completing the form

_____
Mailing Address

_____
Work Phone Number   Cell Phone Number   Email Address

Event/Activity Description and Purpose

Date(s) of Event/ Activity		Start Time	
Location Name and Address		End Time	
Description and purpose of this event/activity to include when the planning began and philanthropic efforts:			
How many alumni are expected to participate?		Are alumni involved in the planning of this project?	○ Yes ○ No If yes, how many ____

Revised: March 2022

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PART I   Projected Budget Report

Use the projected budget worksheet below, or attach a budget (include vendor quotes) to the application.

Will the event/activity take place if funding is not awarded?   〇Yes   〇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 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 Alumni Engagement team use only

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

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

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PART II

After Action Report

Network Name_____

Event Name_____

Projected vs. Actual Budget Summary

Grant Amount_____

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 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)			

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PART II   Event/Activity Summary

Did event/activity meet the Network expectations? Explain:

Describe how event/activity met criteria under grant program guidelines (see Page 1):

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

Were there any potential donors in attendance?
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: _____