



THE UNIVERSITY OF
MELBOURNE

ALUMNI ASSOCIATION GRANTS

GUIDELINES AND APPLICATION FORMS

OVERVIEW: ALUMNI ASSOCIATION GRANTS

There are a variety of funding models available for alumni associations, depending on the needs and resources of each group. Examples of funding arrangements are:

- Some associations choose to charge a membership fee to fund their activities;
- Some associations seek sponsorship for events from external sources; and
- Some associations do not require funding as they have no overheads and participants pay for events and activities

Please note that associations are expected to be largely self-funding, but may also apply to the University for additional funds.

Alumni Associations may apply to the University Advancement Office for grants up to a limit of AUD \$1,500 per association per year.

Pre-requisites for funding are:

- The association must have signed an *Alumni Association Agreement*
- The association must have completed the *Grant Application Form*

Grants will be assessed on a case-by-case basis during two periods each year. Application deadlines for 2009 are:

- Friday 27 February
- Friday 28 August

Any exceptional requests outside these dates must be directed to the General Manager, Alumni Relations. The granting of funds beyond the standard periods will not be standard practice and will only be considered in exceptional circumstances.

Priority will be given to applications that:

- Assist in the establishment of new associations or promoting of groups created in the last 12 months
- Are seeking grants for activities that take into account the strategic objectives of the Alumni Relations unit or the Faculty;
- Create sustainable ways for alumni activity to continue
- Have not benefited through University-led activity in their location in the same year
- Have no alternative sources of funding.

FURTHER INFORMATION

For further information on Alumni Associations and the Grants application process, please contact the Alumni Relations Managers in the Advancement Office:

Advancement Office
University of Melbourne
Victoria 3010
AUSTRALIA

Tel: +61 3 8344 1746
Fax: +61 3 9348 0013

Email: alumni-office@unimelb.edu.au

CRITERIA AND CONDITIONS

1. Grants may be requested for one of two purposes:
 - **Activity Support** - to defray or cover costs for venue hire, catering, promotional material for association activities and events etc
 - **Operational Support** - to cover extraordinary administrative fees including business registration fees, website domain names, accounting and auditing costs etc
2. Alumni Associations may apply for grants up to the value of \$AUD1500 per calendar year
3. Grants will not be provided to support wages, salaries or honoraria of any type
4. Grants may be disbursed by:
 - electronic funds transfer (EFT);
 - cheque; or
 - credit card payment made directly to a third party (eg a restaurant hosting an activity or other supplier)
5. Grants will not be disbursed to an individual member of an applicant organisation
6. Applicant associations with an existing bank account may apply for funds to be disbursed by EFT or cheque, upon completion of the *New Supplier* or *New Overseas Supplier* forms
7. Alumni associations must play an active role in the organisation or operation of the proposed activity (if applicable)
8. When grants are awarded for an activity, the University's support should be recognised and the type of recognition agreed upon prior to the commencement of the activity (eg including University logo in activity invitation or program, announcement of recognition at an activity).
9. Applicant associations should allow up to six weeks for grants to be disbursed, upon notification of approval
10. Grants will be assessed each funding period, and no guarantee of continuing funding is assured. Associations are advised not to rely on such funding as a perpetual income source and are encouraged to consider other means of support (ie ticketed events, sponsorship etc)
11. All associations awarded grants are required to submit a brief *Grant Outcome Report* to the Alumni Office within four weeks of the activity, including participation information and a final income and expenditure statement. Additional grants will not be considered where a report from a previous grant is outstanding

APPLICATION PROCESS

1. All associations requesting funding must complete a *Grant Application Form*, which must be received by the deadline and must include a budget of the proposed activity or project
2. Applications will be reviewed by the General Manager, Alumni Relations and Alumni Relations Managers, in consultation with relevant Advancement, Faculty and Department staff when appropriate. In making recommendations, the decision shall factor in the total amount of money available in the alumni association grant pool
3. Applicant associations will be advised of the outcome of their application by telephone or email within three weeks following the deadline. At this time arrangements will be made to disburse the grant funds
4. Associations must submit the *Grant Outcome Report* to the Alumni Office within four weeks of the activity or disbursement of grant funds



THE UNIVERSITY OF
MELBOURNE

APPLICATION FORM

ALUMNI ASSOCIATION ACTIVITY GRANT

ORGANISATION DETAILS

Name of Alumni Association:

Name of contact person for this application:

Email address:

Phone Number:

Signed:

Date:

ACTIVITY GRANT APPLICATION DETAILS

Details of the activity:

Date:

Location:

Alumni involved in this activity in total:

No of alumni invited:

Expected no of attendees:

How will this activity benefit the alumni association and / or the University of Melbourne?

Activity budget:

Estimated total costs: _____

Estimated revenues: _____

(including other sources of funding received or expected, eg sponsorship received or ticket price)

Amount requested: _____

Preferred method of disbursement (please tick):

- Electronic Funds Transfer (EFT) to Alumni Association bank account
- Cheque to Alumni Association
- Cheque to third party supplier
- EFT to third party supplier
- Credit card to third party supplier

Other information to support grant application:

SUBMIT THIS APPLICATION TO:

Alumni Relations Managers
Advancement Office
University of Melbourne
Victoria 3010
AUSTRALIA

Tel: +61 3 8344 1746

Fax: +61 3 9348 0013

Email: alumni-office@unimelb.edu.au

ACTIVITY GRANT OUTCOME REPORT

Name of Alumni Association:

Name of contact person for this report:

Email address:

Phone Number:

Signed:

Date:

No of attendees/ number of alumni involved: _____

Please also attach any photos taken at the activity and updated contact details of alumni (if collected)

How was the University acknowledged?

Outcomes for the Alumni Association:

Follow up actions emerging through this activity

Recommendations for future activities/ things learned

Expense report (against proposed budget):

	Projected	Final
Total costs		
Revenues <i>(including other sources of funding received or expected, eg sponsorship received or ticket price)</i>		

SUBMIT THIS GRANT OUTCOME REPORT WITHIN FOUR WEEKS OF THE ACTIVITY TO:

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THE UNIVERSITY OF
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APPLICATION FORM

ALUMNI ASSOCIATION OPERATIONAL GRANT

ORGANISATION DETAILS

Name of Alumni Association:

Name of contact person for this application:

Email address:

Phone Number:

Signed:

Date:

OPERATIONAL GRANT APPLICATION DETAILS

Describe the nature of the need for funding:

How will this grant benefit the alumni association and / or the University of Melbourne?

How has this operational / administration cost been covered in the past (if recurring):

Proposed Budget:

Costs associated: _____

Amount requested: _____

Preferred method of disbursement (please tick):

- EFT to Alumni Association bank account
- Cheque to Alumni Association
- Cheque to third party supplier
- EFT to third party supplier
- Credit card to third party supplier

Other information to support grant application:

SUBMIT THIS APPLICATION TO:

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OPERATIONAL GRANT OUTCOME REPORT

Name of Alumni Association:

Name of contact person for this report:

Email address:

Phone Number:

Signed:

Date:

Outcomes for the Alumni Association:

Recommendations for future activities/ things learned

Expense report (against proposed budget):

	Projected	Final
Total costs		
Revenues <i>(including other sources of funding received or expected, eg sponsorship received or ticket price)</i>		

SUBMIT THIS GRANT OUTCOME REPORT WITHIN FOUR WEEKS OF FUNDS RECEIVED TO:

Alumni Relations Managers
Advancement Office
University of Melbourne
Victoria 3010
AUSTRALIA

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