



Grant guidelines

ALUMNI ASSOCIATION RESOURCE PACK

ADVANCEMENT OFFICE
THE UNIVERSITY OF MELBOURNE



ALUMNI ASSOCIATION

GRANT GUIDELINES

Alumni Associations are expected to be largely self-funding, however there are a variety of funding models available for Associations, depending on the needs and resources of each group.

Some of them may include:

- Charging a membership fee to fund their activities
- Seeking sponsorship for events from external sources
- Asking participants to pay for events and activities

To subsidise their funding model, Alumni Associations may apply to the University of Melbourne Advancement (UoMA) office. Pre-requisites to funding:

- Alumni Association Agreement
- Grant Application Form

Applications will be assessed on a case-by-case basis and must be submitted by:

- **31 June** for all activities taking place between July and December in that year
- **30 November** for all activities taking place between January and June the following year

Any requests outside these dates must be referred to the Director of Alumni Relations.

The granting of funds beyond the standard periods will only be considered in exceptional circumstances and will not be considered standard practice. Priority will be given to applications that:

- Are seeking grants for activities that account for the strategic objectives of the UoMA office 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
- Promote wide-reaching mass engagement, as opposed to niche events for a select group

GRANT CRITERIA AND CONDITIONS

- 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
- Grants will not be provided to support wages, salaries or honoraria of any type
- Grants may be disbursed by:
 - Electronic funds transfer (EFT)
 - Credit card payment made directly to a third party (eg a restaurant hosting an activity or other supplier)
- Grants will not be disbursed to an individual member of an applicant organisation
- Applicant Associations with an existing bank account may apply for funds to be disbursed by electronic funds transfer, upon completion of the New Supplier form
- Alumni Associations must play an active role in the organisation or operation of the proposed activity (if applicable)

- 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)
- Alumni Associations should allow up to four weeks for grants to be disbursed, upon notification of approval
- 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)
- 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.

CONTACT US

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APPLICATION PROCESS

- All Associations requesting funding must complete a Grant Application Form, which must be received four weeks prior to the activity that funding is being sought for and must include a budget of the proposed activity or project
- Applications will be reviewed by the Deputy Director of Alumni Relations and Alumni Relations Managers, in consultation with relevant Advancement, faculty and department staff where appropriate
- Alumni Associations will be advised of the outcome of their application by telephone or email within three weeks following the deadline
- Alumni Associations must submit the Grant Outcome Report within four weeks of the activity or disbursement of grant funds.