

TUAA PROJECT GRANT FINAL REPORT FORM

*To help TUAA share best practices with other schools/colleges and strengthen our approach to engaging students and alumni, please take a moment to reflect on your grant-sponsored event with the relevant stakeholders. Within thirty (30) days of the completion of your grant-sponsored event, a cost accounting and summary of the event is required to be sent to the TUAA Grants/Awards Committee c/o christine.bradley@temple.edu. Failure to do so shall preclude consideration of future TUAA grant proposals. If a grant-funded program does not materialize, **in full or part as proposed and approved**, funds shall be returned immediately to the TUAA; unused funds may not be transferred to new or unapproved projects.*

1. School/College Alumni Association: _____

2. Contact person, phone and email: _____

3. Date of grant sponsored event: _____

4. Description of approved grant project: _____

5. Event summary of approved project: Did the event meet expectations? Yes? No? (**Please explain**)

6. What went well? What are some lessons learned? What action(s) can be taken from these insights to help improve future events?

7. # of Attendees, specifying # of alumni attendees: _____

- Please describe the selection process and/or criteria for invitees:

8. Cost Accounting including revenue and expenses: _____

9. Was your TUAA grant award used in its entirety? ☐ YES ☐ NO

If **NO**, **please explain**. It is your responsibility to direct the Alumni Center's Financial Manager to requisition a check for the unused funds to the Temple University Alumni Association within thirty (30) days of conclusion of the grant-funded event.

Date Received: _____ Received By: _____