

TUAA PROJECT GRANTS GUIDELINES AND PROPOSAL FORMAT

Temple University Alumni Association (TUAA) Project Grants provide financial assistance to school/college alumni associations and select alumni affinity groups for programming designed to increase alumni engagement efforts at the school/college/affinity group level. Each alumni group may apply for a TUAA Project Grant once per fiscal year (July 1-June 30). To allow flexibility for planning at various times of the year, a call out for applications will be held twice annually

- July 15, applications due September 15, 11:59 PM EST
- November 15, applications due January 15, 11:59 PM EST

Annually, the TUAA Executive Committee will determine total funds allotted to TUAA Project Grants.

Priority will be given to grants requests that:

- Are collaborative partnerships with other Temple schools, colleges or units
- Celebrate Temple University and the school or college or unit's priorities, news, and initiatives
- Cultivate engagement through Athletics & the Arts
- Collaborate with TUAA regional programming
- Are held in conjunction with signature TUAA alumni events, i.e., Homecoming, Temple Made Days
- Encourage donor participation to the school/college/unit or University
- Cultivate Student & Young Alumni Engagement
- Appeal to a diverse range of previously non-engaged alumni
- Promote Alumni Career Services and career programming initiatives

GUIDELINES:

- TUAA funding shall support basic program necessities such as invitations, audio visual needs and catering. While the use of alumni speakers is encouraged, grant funds may not be used for speaker "honorariums" or gifts. Funds may not be used to provide donations, sponsorships, or to help fund other nonprofit or charitable organizations.
- A maximum of \$3000 may be requested for a project grant once in a given fiscal year. As grants may be approved in full or part, supplemental school/college/unit funding sources may be required to fund projects.
- Proposals for funding should be concise, following the guidelines in the Proposal Format and answering all items **A-I** below. No application form is provided and only one copy of the proposal with supporting documents is required for submission.

- All requesting school/college and select affinity alumni groups must have completed 1) an [Annual Plan](#) and have full board signature completions of the [Volunteer Acknowledgement of Roles and Responsibilities Form](#) in order to be eligible for a project grant.
- The TUAA Grants and Awards Committee awards project grants only to school/college alumni associations and select affinity alumni groups, not to individuals.
- Funding may be obtained for programs that do not occur in the current fiscal year to assure the proper planning and implementation of the project, i.e., a spring grant awarded for fall event.

Within 30 days of the completion of the event, a Final Report Form, including a cost accounting and a brief summary of the event must be sent to the TUAA and leftover funds returned at that time. If a TUAA grant-funded program does not materialize, in full or part, funds must be returned immediately to the TUAA. Approved grants may not be applied to alternate programming, not previously approved.

CONTENT REQUIRED FOR PROPOSAL SUBMISSION:

- A. One half-page description of proposed project and amount requested. Description of this project shall answer the following questions:
 - How will the project enhance the alumni engagement efforts of the school or college or unit?
 - What strategic priorities does this project support?
- B. Measurable objectives (i.e., of unique attendees, % new enrollees)
- C. Action plan/timeline to meet objectives; status of project (indicate steps already taken)
- D. Project budget (projected income and detailed expenses)
- E. Identification of other funding sources and dollars requested (evidence of funding from other sources supports your request to the TUAA and the significance of the project)
- F. Letter of support from dean or department head (to assure proposal supports goals of the school/college/unit, no substitutes accepted)
- G. Targeted audience and how they will be contacted
- H. Name and contact information of person submitting proposal
- I. Indicate how TUAA sponsorship of your event will be included in your communications

Proposals and questions regarding grants proposal assembly should emailed to TUAA Awards Committee, c/o Christine Brady, cbrady02@temple.edu, 215-204-4313.