

# **Indiana University Alumni Association Constituent Societies Grant Program and Application 2010-11**

## **Purpose:**

The Indiana University Alumni Association is requesting \$8,000\* in funding for IUAA Constituent Societies to facilitate the development of new or innovative programming that will help strengthen the network of relationships among Constituent Societies and their students, alumni, and friends. The grant is open to all Constituent Societies regardless of size. These funds are intended to assist Constituent Society efforts to connect alumni, serve IU, provide services to members, and to support the strategic plans of the IUAA and IU.

IUAA Constituent Societies are allowed to submit grant proposals for new innovative programs that will take place between July 1, 2010 and June 30, 2011. Innovative programs would encompass such areas as:

- One-time special events (school/campus anniversary, milestones, etc.);
- New programs (lifelong learning, alumni/student programming, membership initiatives, etc.);
- Publications (printed);
- Communications (electronic); and
- Service projects benefiting the school/campus (legislative mission, scholarship programs, athletics, etc.).

## **Evaluation Criteria:**

A member of the Constituent Society Alumni Association along with their IUAA staff liaison must complete and submit the grant application. Only completed applications will be considered for funding. The grant will fund an innovative program that occurs between July 1, 2010 and June 30, 2011. Applications received by June 30, 2010 will receive priority funding consideration.

The completed application will be reviewed by a committee appointed by the IUAA executive director and CEO. Applications will be judged on a 100-point scale with the following information:

1. Describe your program clearly and concisely. Your description should include the name, purpose of the program, dates, location, target audience, new or repeated program, length of program, and is this program a collaborative effort. (15 points)
2. Describe the proposed program budget with associated marketing expenses. Describe how the grant funds will assist the overall program budget. (10 points)
3. Attach your sponsorship solicitation packet and describe how you will take steps to secure the additional money needed for funding the event. If the major capital of the program is over \$5,000, then half of the dollar amount must be raised before applying for this grant. (10 points)

\*\$8,000 is pending the approval of the IUAA 2010-11 budget. The amount might be adjusted.

4. General description of the activity and how it benefits the Constituent Society or the school through alumni engagement.
  - A. Increase event attendance or alumni participation (5 points)
  - B. Generate press coverage (10 points)
  - C. Draw more alumni and reconnect them to IU (10 points)
5. How the proposed program fits into the mission of IUAA and IU. (20 points)
6. Applications must be submitted at least 90 days prior to the program, unless other circumstances warrant less notification.
  - A. Up to an additional 20 points, will be awarded for applications including completeness, details, marketing plan, budget, quality of program, etc. (20 points)

## **Award Process:**

A committee will be appointed by the executive director and CEO of the IU Alumni Association.

1. Programs must take place between July 1, 2010, and June 30, 2011. Applications will be accepted at any time, but those applications received by June 30, 2010, will have the best chance of receiving funding. However, we will accept applications until funding is depleted for the current fiscal year ending June 30, 2011.\*
2. Applicants will be notified after 45 days of their application submission.
3. Applicants who do not meet the full criteria may receive a partial grant to help with their program expenses.
4. If your school is awarded a grant, you are required to include the IU Alumni Association logo on all printed and electronic pieces regarding the event.
5. Unless prior arrangements have been made, funding will be dispersed within 30 days following completion of the event when the results have been reviewed and received to the satisfaction of the grant committee. The results of the program must be recorded in the IUAA Event Tracker within 30 days of the completion of the event or program and a list of attendees are uploaded into the IUAA database.
6. Funding is contingent on the event or program reasonably occurring as proposed. The applicant Constituent Society must notify the IUAA as soon as possible if significant changes are expected that would impact the program as proposed.
7. The IUAA may withdraw funding or request the return of funds for programs which are substantially reduced or inaccurately portrayed in the application.

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## Constituent Societies Grant Program Application

Constituent Society Name: \_\_\_\_\_

Requested Amount of Funding: \_\_\_\_\_

IUAA Staff Liaison: \_\_\_\_\_

Constituent Society Contact(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Constituent Society Web Site: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Purpose of the Program: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) of program: \_\_\_\_\_

Location: \_\_\_\_\_

Target audience: \_\_\_\_\_

Estimated number of attendees/participants: \_\_\_\_\_

Previously hosted this program?  Yes  No

If so, when and where? \_\_\_\_\_

\_\_\_\_\_

Collaborative effort with: \_\_\_\_\_

Brief description of the program and how it will benefit the IU Constituent Society and IUAA (feel free to attach separate page): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Provide details of funding and a proposed budget for this program. What will the requested grant fund be paying for? (Attach a detailed budget if you like): \_\_\_\_\_

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How will you secure additional funds? (Attach solicitation packet): \_\_\_\_\_

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How will this program be promoted? \_\_\_\_\_

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How will this program fit into the mission of the IUAA and IU? \_\_\_\_\_

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**For priority consideration, please submit the completed IUAA Constituent Societies Grant Program Application by June 30, 2010, or at least 90 days prior to the program, to the address below. All applications will be considered until all funds for the fiscal year are depleted.**

**IU Alumni Association  
c/o Nicki Bland  
Virgil T. DeVault Alumni Center  
1000 E. 17th St.  
Bloomington, IN 47408  
Fax: (812) 855-8266  
E-mail: [nhbland@indiana.edu](mailto:nhbland@indiana.edu)**

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