



Drexel University Alumni Association Alumni Constituent Organization Grants Program

The Drexel University Alumni Association evaluates funding proposals and provides financial support for activities hosted by recognized Alumni Constituent Organizations including geographic alumni clubs, college/school-based alumni associations and other cultural and special interest alumni groups.

Funding Proposal Policy

The Executive Committee of the Drexel University Alumni Association Board of Governors reviews all funding proposals. Proposals must be submitted in writing according to the deadlines posted by the Alumni Association at www.drexel.edu/alumni and at least three (3) months in advance of the event or program. Requirements of the proposal include:

- Overview of proposed program to include program goals and objectives, expected attendance and composition of intended audience
- Outline of proposed publicity plan
- Summary of projected program revenues and expenses
- Suggested partnership opportunities to promote Alumni Association programs and services

In addition, the proposal must include a narrative that demonstrates how the program will support one or more of the strategic initiatives of the Alumni Association as outlined below:

- Strengthens and expands alumni outreach to the broadest cross-section of alumni or to a strategically targeted segment of the alumni constituency
- Strengthens and expands the interaction between alumni and students and increases the Alumni Association's visibility among students
- Strengthens and expands the number of meaningful opportunities for campus collaboration and partnerships
- Strengthens and expands the number of leadership roles and volunteer opportunities at Drexel that engage alumni in the life of the university
- Creates a greater awareness of the Alumni Association and your alumni constituent group
- Promotes the Alumni Association as a relevant and integral part of the university community

All grant requests must be aligned with Drexel University and Drexel University Alumni Association policies. Grant requests for programs involving current students must also be aligned with the policies of the Office of Student Life and the Office of Campus Activities and must adhere to all university policies on student programming and events. **Programs involving alcoholic beverages will not be funded if Drexel students will be in attendance. Funding will also not be approved for alumni**

travel, speaker fees or honoraria. Grants will not be funded for events and programs that have already taken place.

Alumni Constituent Organizations approved for grant funding must complete a Final Project Report within two (2) weeks after the conclusion of the program. Any future funding for the applicant group will be contingent upon accurate completion and timely submission of the report to the Alumni Association.

Grants can be requested up to a maximum of \$1,500 per event per organization. However, the Executive Committee may consider funding requests above the maximum for special programs.

Grant funding will not be provided directly to the Alumni Constituent Organization. All program revenues must be collected by the Office of Alumni Relations and used to off-set the program's expenses before the grant funding is applied. All expenses for the program will be paid by the Office of Alumni Relations before the grant funding is applied. **All programs funded with a grant must break-even.** Invoices and receipts must be submitted no later than three (3) weeks from the date of the event or from the date of approval for other expenses, such as printing, postage, etc. Any future funding for the applicant group will be contingent upon the accurate documentation and timely submission of all invoices and receipts.

Funding Proposal Requirements

- Grants Program Funding Proposal form
- Project narrative
- Budget summary (income and expenses must balance)

Submit proposal to:

Mail Drexel University Alumni Association
Paul Peck Alumni Center 60-2
3141 Chestnut Street
Philadelphia, PA 19104

Fax (215) 895-2095
E-Mail alumni@drexel.edu

Applicants may be required to interview with the Executive Committee.