



## Drexel University Alumni Association Grants Program

The Drexel University Alumni Association evaluates funding proposals and provides financial support for activities hosted by recognized student organizations that increase the interaction between students and alumni, enhance the student experience, promote tradition, support academic excellence, reconnect alumni to the university, create a greater awareness of the Alumni Association, and promote the Association as a relevant and integral part of the university community.

The Grants Program Committee of the Drexel University Alumni Association Board of Governors reviews all funding proposals. Proposals must be submitted in writing according to the quarterly deadlines posted by the Alumni Association at [www.drexel.edu/alumni/grants](http://www.drexel.edu/alumni/grants) and at least two (2) months in advance of the event or program. Exceptions may be made at the Committee's discretion provided that the proposal details the organization's plan to adequately market and advertise the event or program, and based on funding availability.

### **Requirements and Restrictions**

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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, which include: increasing the interaction between students and alumni; enhancing the student experience; promoting tradition; supporting academic excellence; reconnecting alumni to the university; creating a greater awareness of the Alumni Association; and promoting the Alumni Association as a relevant and integral part of the university community.

Applicants may be required to interview with the Grants Program Committee, and all grant requests must be aligned with Drexel University policies, including those of Student Life and the Office of Campus Activities, and all programs supported by the Grants Program must adhere to all university policies on student programming and events.

**Programs involving alcohol will not be funded, nor will funding be provided for travel, speaker fees or honoraria for Drexel alumni. Grants will also not be awarded for events and programs that have already been held.**

**The Grants Program does not provide fundraising revenue.** Organizations may apply for grants to support event expenses associated with a fundraiser, however (i.e. t-shirts and promotional materials), if the event is aligned with the Grants Program's strategic initiatives and policies.

**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.

### **Funding Proposal Submission Requirements**

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- Grants Program Funding Proposal form, including a budget summary (income and expenses must balance) and project narrative
- At least one (1) letter of support from the organization's faculty/staff advisor.

Completed proposals and letters of support should be sent by e-mail to [alumni@drexel.edu](mailto:alumni@drexel.edu). Questions may be directed to Jeff Spence at 215-895-2375 or [jbs23@drexel.edu](mailto:jbs23@drexel.edu).