Macquarie University Alumni Chapters and Networks Grants Program

GRANT GUIDELINES AND APPLICATION

At Macquarie University, our goal is to foster a more connected alumni community.

We have developed alumni chapters and informal networks in Australia and around the world based on geographic, academic or professional interests. Our members actively engage with each other in sharing their professional understandings and experiences while supporting, mentoring and assisting each other.

Whilst Chapters and networks are largely self-funded, the Macquarie Alumni Relations team provides limited financial support to supplement local funding for alumni events aimed at fostering a more connected Macquarie alumni community through the new *Macquarie University Alumni Chapters and Networks Grants Program.*

Chapters may also apply for funds to help meet the cost of Chapter operations and administration, especially with one-off costs (rather than ongoing expenses).

Grant guidelines

Alumni chapters and networks may apply to the Alumni Relations team each calendar year for a grant of up to AUD$2,000.

Grants can be used by both chapters and networks towards events that promote alumni engagement such as networking activities, professional development seminars and family activities.

In the case of chapters which carry some operational and administrative costs, they may apply for and use grant funding to help meet such costs. As a rule, assistance provided by the Alumni Relations team will be for one-off costs rather than ongoing expenses.

Funds provided by the Alumni Relations team cannot be used towards the payment of salaries.

As funds are limited, priority will be given to applications from chapters and networks which best meet the following criteria:

- purpose of the event and how it supports the **strategic directions** of the University
- how the University will be recognised at the event
- whether the University has organised an alumni event at the local level in the calendar year a grant is applied for and
- whether the chapter or network has received a grant from the Alumni Relations team in the previous year/s

Grant funds awarded must be used within 12 months of allocation for the purpose applied for.

Note that an application will not be considered if funding provided in a previous year or years has not been acquitted.

Grant applications will be assessed by the Head of Alumni Relations. You will be notified within three weeks from the close of applications about the outcome of the application.

FOR FURTHER INFORMATION
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Updated: 21/04/2020

HONG KONG

NEW YORK

SINGAPORE

Grant application

1. Chapter/Network details

Name of Alumni Chapter or Network:

Name of applicant:

Position in Chapter or Network:

Email:

Phone:

2. Purpose of grant – event or operations

The grant is sought to help offset the cost of (please tick):

☐ an event/activity

☐ Operations of the chapter
(only incorporated associations can apply for this grant)

If a chapter is applying for a grant to fund both an event and operational costs, please tick both boxes. If the grant sought is for more than one event, please provide details for all events.

3. Event details

Type of event (please tick):

☐ Networking

☐ Annual alumni event

☐ Professional development seminar

☐ Family activity

☐ Other (please specify)

Date of event: /   /

Time: :   to   :   (24hr time)

Venue/ location:

Expected number of alumni attendees:

Expected number of attendees who are not alumni:

Expected cost of the event per attendee: $

Alumni contribution per person: $

Non-alumni contribution per person: $

Total cost of event: $

Total local funding contribution: $

4. Total grant requested $

Purpose of event and how it supports the strategic directions of the University:

How will Macquarie University be recognised at the event?

5. Use of grant towards operational costs

Please provide information on what the grant will be used for. *(N/A if being used for an event)*

6. Disbursement of funds

Note that only Chapters can have funds transferred through EFT or cheque. The Alumni Relations team will pay suppliers such as event venues/caterers directly for networks. Funds cannot be transferred to personal accounts.

Preferred method of disbursement (please tick):

☐ Electronic Funds Transfer (EFT) to Alumni Chapter Bank account

Bank name

Bank address

Bank account number

☐ SWIFT code

☐ Cheque made out to Alumni Chapter

☐ Credit card payment to third party supplier

☐ EFT to third party supplier

☐ Cheque to third party supplier

Grant expense

The chapter or network receiving a grant from the Alumni Relations team for the conduct of an event is required to spend the funds received within three weeks of the event.

In the case of grants towards a chapter or network's operational cost the funds must be spent within three weeks of the grant being fully expended.

1. Chapter/Network details

Name of Alumni Chapter or Network:

Name of person acquitting grant:

Position in Chapter or Network:

Email:

Phone (including country code):

Skype ID:

2. Event details (if grant was to help meet the cost of an event)

Date of event: /   /

Venue/location:

Number of alumni attendees:

Number of attendees who are not alumni:

Cost of the event per attendee: $

Alumni contribution per person: $

Non-alumni contribution per person: $

Total cost of event: $

Total local funding contribution: $

Grant received: $

Surplus/deficit: $

How was Macquarie University acknowledged?

ase tick to indicate the following tasks have been completed:

☐ List of attendees and their registration details sent to alumni office

☐ Photos from the event loaded onto web page

☐ Thank you notes sent to appropriate people

3. Operational cost details
   (if grant was to help meet an operational cost or costs)

Please provide details of how the grant was used.

Email grant expense to:

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