



TUAA PROJECT GRANTS GUIDELINES AND PROPOSAL FORMAT

Temple University Alumni Association (TUAA) Project Grants provide financial assistance to school/college alumni associations for programming designed to increase alumni engagement efforts at the school or college level. Each school or college may apply once per fiscal year (July 1-June 30) for a TUAA Project Grant. To allow schools and colleges 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 or units
- Celebrate Temple University and the school or college's priorities, news, academics and faculty/staff initiatives
- Cultivate engagement through Athletics & the Arts
- Collaborate with TUAA regional programming
- Are held in conjunction with signature alumni events, i.e., Homecoming, Temple Made Days
- Encourage donor participation to the school/college and University
- Cultivate Student & Young Alumni Engagement
- Appeal to a diverse range of previously non-engaged alumni
- Expand 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 by any school/college for a project grant in a given academic year. As grants may be approved in full or part, supplemental school/college funding sources may be required to fund projects. Additional funding may be considered for cross-collaborative initiatives (i.e., events or projects involving two or more schools and colleges).
- The TUAA Project Grants Form is located here: alumni.temple.edu/tuaatoolkit. 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 alumni associations must have completed an Annual Plan (found at alumni.temple.edu/tuaatoolkit) in order to be eligible for a project grant.
- The TUAA Grants and Awards Committee awards project grants only to school/college alumni associations, 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?
 - 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 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 (to assure proposal supports goals of the school/college, 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.