



## Grant Application Information

The Alumni Group Grant System is designed to provide the Clemson Alumni Association (CAA) with a financial allocation process that allows opportunities for recognized alumni groups to receive funding from the Clemson Alumni Association. All recognized alumni groups of the Clemson Alumni Association will have opportunities to request funding through this system. A committee comprised of CAA staff members and volunteers will convene on a monthly basis to evaluate the grant requests received. Funding will be awarded based on the committee's decision after all applications have been reviewed. Groups may receive full funding, partial funding, or no funding. The grant system funding will be available from July 1<sup>st</sup> to June 30<sup>th</sup> each year to coincide with Clemson University's fiscal year.

### FAQ'S

1. **Who can benefit?** Officially recognized alumni groups of the Clemson Alumni Association. To determine your group's eligibility, please see <http://www.clemson.edu/alumni/toolkit>.
2. **Are there any additional requirements for groups to be considered for funding?**
  - a. Yes. Groups are REQUIRED to share their group's annual report, including the most recent financial statement. Any group not sharing this information will be eliminated from the review process until said documents are received.
  - b. If Groups are requesting funds for an event, they are REQUIRED to provide an evaluation form/online tool for participants to offer feedback relating to the event and the feedback must be shared with the Alumni Association. Failure to do this will impact future requests for funding.
3. **When are applications due?** Grant applications are due the last business day of the month. Failure to meet the deadline may result in an additional month for review by committee. It is recommended that groups apply 90 days prior to the date funds are needed.
4. **When will the committee meet?** The Grants Committee will meet within the first ten business days of each month to review all grant applications.
5. **How will groups be notified of the Committee's decision?** Groups will be notified by their assigned staff liaison by the 15<sup>th</sup> of the month with approved conditions and amount or denied with proper explanation and reasoning.
6. **When are funds disbursed?** Groups should plan on receiving funds within 3 weeks of notification.
7. **Where or to whom are funds disbursed?** Grant funds will be made payable to the group. Therefore, each group must be a registered vendor in Clemson University's Business System (CUBS). Registration is the responsibility of the group. To register your group, please go to <http://www.clemson.edu/cfo/procurement/vendors/vendorreg.html> and select "Add vendor/individual."

For additional planning resources, please visit <http://www.clemson.edu/alumni/toolkit> for our Group Leader Toolkit.



## Clemson Alumni Grant Request Form

NAME OF GROUP: \_\_\_\_\_ REQUESTER'S NAME: \_\_\_\_\_

REQUESTER'S TITLE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

DATE FUNDS NEEDED: \_\_\_\_\_

### SECTION 1

ARE YOU PLANNING AN EVENT? YES \_\_\_ NO \_\_\_ (IF NO, GO TO SECTION 2)

IF YES, PLEASE ANSWER THE FOLLOWING QUESTIONS:

- WHAT TYPE OF EVENT? \_\_\_\_\_
- WHEN? \_\_\_\_\_
- WHERE? \_\_\_\_\_
- WHO WILL BE INVITED? \_\_\_\_\_
- WHY? (PURPOSE) \_\_\_\_\_

IN AN EFFORT TO DETERMINE THE SUCCESS OF YOUR EVENT, YOU MUST PROVIDE THE ALUMNI ASSOCIATION WITH AN EVALUATION FORM AT THE CONCLUSION OF YOUR EVENT.

### SECTION 2

PLEASE ANSWER THE FOLLOWING QUESTIONS:

- HOW WILL FUNDS BE UTILIZED? \_\_\_\_\_
- WHEN WILL FUNDS BE UTILIZED? \_\_\_\_\_
- HOW MANY ALUMNI ARE EXPECTED TO BENEFIT AND IN WHAT WAY? \_\_\_\_\_

\*\*PLEASE NOTE: THE GRANT REQUEST SHOULD MEET AT LEAST ONE OF THE ALUMNI GROUP CORE EXPECTATIONS LISTED ON PAGE 3 OF THIS DOCUMENT, AND PUBLISHED AT [WWW.CLEMSON.EDU/ALUMNI/TOOLKIT](http://WWW.CLEMSON.EDU/ALUMNI/TOOLKIT).

FOR COMMITTEE USE ONLY:

DATE RECEIVED: \_\_\_\_\_ DATE REVIEWED: \_\_\_\_\_

APPROVED FOR \$ \_\_\_\_\_ DENIED \_\_\_\_\_ DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_

EXPLANATION: \_\_\_\_\_



## CLEMSON ALUMNI GROUPS

### CORE EXPECTATIONS

*Please note: Your grant request must meet at least one of the criteria below to be considered.*

Please check  which core expectations your grant request meets.

\_\_\_\_\_ Provide educational and social **networking** opportunities, thereby building relationships.

\_\_\_\_\_ Encourage members to become **advocates** for Clemson University, by being informed and actively involved in appropriate legislative issues and affairs.

\_\_\_\_\_ Increase involvement of alumni through **social** events and programs. Encourage members of the Clemson family to stay connected.

\_\_\_\_\_ Promote **service** in the local community, and other appropriate venues.

\_\_\_\_\_ Promote opportunities for alumni participation in various **fundraising** activities to support the needs of Clemson family.

Additional information that should be considered:

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## Grant Application Check List

\_\_\_\_ I have included my group's annual report in this application package **OR**  
my group's annual report is already on file in the Alumni Office.

\_\_\_\_ I have included my group's most recent financial statement in this application package **OR**  
my group's most recent and/or quarterly report is already on file in the Alumni Office.

\_\_\_\_ My event/request meets at least one criteria of the Core Expectations.

\_\_\_\_ This request is within the time limit allowed (90 days).

\_\_\_\_ My group leader is aware and approves of this request.

\_\_\_\_\_  
Please initial