



NATIONAL ALUMNI  
ASSOCIATION

FLORIDA ATLANTIC UNIVERSITY  
NATIONAL ALUMNI ASSOCIATION  
GRANTS PROGRAM

Annually, the FAU National Alumni Association helps support projects at Florida Atlantic University through its grants program. The program offers two types of grants: **mini-grants**, with a maximum award of \$500, and **major grants**, for grants over \$500. Grants are awarded quarterly. The FAU National Alumni Association annually determines the funding for both mini-grants and the major grants.

**GRANT APPLICATION**

Funding for grants is voted on at quarterly meetings of the FAU National Alumni Association Board of Directors. Grants must be used in the quarter following the award and cannot be used to pay for costs of programs already held. Grant applications should be requested from the Office of Alumni Relations, Room 201 of the Administration Building, on the Boca campus. All grants must be received by the appropriate deadlines (see below) and must be approved before the project's starting date.

<u>Deadline</u>	<u>Date Approved &amp; Awarded</u>
January 13, 2006	January 19, 2006 (FAUNAA Quarterly meeting)
April 21, 2006	April 27, 2006 (FAUNAA Quarterly meeting)
October 20, 2006	October 26, 2006 (FAUNAA Quarterly meeting)

Grants are reviewed prior to quarterly board meetings. Final approval is granted at quarterly board meetings.

**WHO MAY APPLY?**

University-recognized student groups, clubs and university departments.

**WHAT KIND OF PROJECTS WILL BE FUNDED?**

The mini-grants and major grants are intended to assist student groups, clubs and departments with special projects and programs like speakers, exhibits, promotion of programs, travel not reimbursable from other sources, etc.

**WHAT KIND OF PROJECTS WILL NOT BE FUNDED?**

Requests for operating expenses, capital equipment, salaries or salary stipends, and refreshments for programs will not be funded. The National Alumni Association may also decide that other requests are not appropriate for funding through these grants. No project will be after-the-fact funded; all requests must be in advance.

**WHAT IS A MINI-GRANT?**

Mini-grants are awards no greater than \$500 or 20% of the total budget for the project. They are intended to support projects, not underwrite them.

**WHAT IS A MAJOR GRANT?**

Major grants are awards generally greater than \$500, but are still limited to 20% of the total budget for the project. They are intended to support projects, not underwrite them.

**WHAT IS THE REVIEW PROCESS?**

Requests must be made in advance of the project. The National Alumni Association will review grant requests quarterly and approve grants at the quarterly meetings. Grants must be used within six months of approval. If requested, a representative(s) from the requesting organization should be prepared to attend a Grant Committee meeting prior to the awarding of a grant.

**LIMITATIONS**

A maximum of \$2000 will be awarded to any one organization within a fiscal year. No one organization will be awarded a grant for more than three consecutive years

**FLORIDA ATLANTIC UNIVERSITY  
NATIONAL ALUMNI ASSOCIATION GRANT APPLICATION**

Applicant Name (department or organization):

Contact Person:

Campus Address:

Contact Phone: (hm) \_\_\_\_\_ (wk) \_\_\_\_\_

Type of Grant applying for:  mini-grant (up to \$500 but no more than 20% of total budget)  
 major grant (over \$500 but no more than 20% of total budget)

Amount requested (must be included): \$ \_\_\_\_\_ Date Submitted:

Percentage of total budget (must be included): \_\_\_\_\_%

Proposed title of project:

Start date: \_\_\_\_\_ End date:

Will this be a continuing program?  YES  NO

Number of individuals expected to directly benefit from this project:

Number of persons participating in this project:

Number of performances/activities:

Location where project will actually occur:

Has this organization ever received a grant from the FAU National Alumni Association?

NO  YES (If yes, list project, year and amount of award):

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**CHECK LIST**

The following documents are requested when applying for an FAUNAA grant:

- Application Form (**5 COPIES**)
- A detailed budget including revenues and expenses (please use attached form)
- Printed materials such as reviews, letters, publications for this and past similar projects
- The FAUNAA logo (which we will provide) must be used on all printed materials (ads, brochures, etc.). Also to be included is the following: (Funding provided [in part, if applicable] by the Florida Atlantic University National Alumni Association.)

**RETURN GRANT APPLICATION TO:**

Florida Atlantic University  
Office of Alumni Relations - ADM 201  
777 Glades Road  
Boca Raton, FL 33431-0991

Phone: (561) 297-3011

## QUESTIONS

(If more space is needed, use the back of this sheet.)

Describe your organization (or department), including its history and organizational mission.

Describe the project in general and outline what the grant will help fund.

What methods (attendance figures, surveys, reviews, etc.) will be used to evaluate the success of the program or programs?

The National Alumni Association logo (which we will provide) must be used on all printed materials (ads, brochures, etc.). Also to be included is the following statement: (Funding provided [in part, if applicable] by the Florida Atlantic University National Alumni Association.) How else will the FAU National Alumni Association be acknowledged for its funding?

# COST ANALYSIS

**EXPENSES** (round to the nearest dollar)

	CASH EXPENSES	IN-KIND CONTRIBUTIONS*
Personnel/Administrative	\$	\$
Outside fees and services	\$	\$
Space rental	\$	\$
Travel	\$	\$
Marketing	\$	\$
Printing	\$	\$
Other operating expenses	\$	\$
<b>TOTAL</b>	<b>A \$</b>	<b>B \$</b>

**TOTAL PROPOSAL COSTS (A+B):**    \$

**INCOME** (round to the nearest dollar)

	CASH REVENUE	IN-KIND CONTRIBUTIONS
Ticket/event revenue	\$	\$
Other cash revenues	\$	\$
FAUNAA grant request	\$	\$
Sponsorship support (identify)	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>TOTAL</b>	<b>C \$</b>	<b>D \$</b>

**TOTAL INCOME (C+D):**    \$

[Total cash income should equal total expenses (**A=C**);  
Total in-kind contribution expenses should equal Total in-kind contribution income (**B=D**).]

**\* WHAT IS AN IN-KIND CONTRIBUTION?**

An (in-kind) contribution is the estimated value of a non-cash contribution to the project. For example, when a restaurant contributes a dinner-for-two package, or when a business donates merchandise.