Alumni Association Activity Grant - Application Form

Name of Alumni Association:
Name of contact person for this application:
Email address:
Phone Number:

Signed: Date:

Activity Grant Application Details:
____________________________________________________________________________________
____________________________________________________________________________________

Details of the activity:
Date: Location:
Alumni involved in this activity in total: No of alumni invited:
Expected no of attendees:

How will this activity benefit the alumni association and/or the University of Melbourne?
____________________________________________________________________________________
____________________________________________________________________________________

Activity budget:
Estimated total costs: Estimated revenues: (including other sources of funding received or expected, eg sponsorship received or ticket price)

Amount requested: AUD$________

Preferred method of disbursement (please tick):
☐ Electronic Funds Transfer (EFT) to Alumni Association bank account
☐ Cheque to Alumni Association
☐ Cheque to third party supplier
☐ EFT to third party supplier
☐ Credit card to third party supplier

Other information to support grant application:
____________________________________________________________________________________
____________________________________________________________________________________

Submit this application to:
Alumni Relations Manager, Advocacy and Recognition
Advancement Office, University of Melbourne
Victoria 3010 AUSTRALIA
Tel: +61 3 8344 1746 Email: alumni-office@unimelb.edu.au
Alumni Association Activity Grant - Outcome Report

Name of Alumni Association:
Name of contact person for this report:
Email address:
Phone Number:

Signed: Date:

No of attendees/ number of alumni involved:
*Please also attach any photos taken at the activity and updated contact details of alumni (if collected)*

How was the University acknowledged?
____________________________________________________________________________________
____________________________________________________________________________________

Outcomes for the Alumni Association:
____________________________________________________________________________________
____________________________________________________________________________________

Follow up actions emerging through this activity
____________________________________________________________________________________
____________________________________________________________________________________

Recommendations for future activities/ things learned
____________________________________________________________________________________
____________________________________________________________________________________

Expense report (against proposed budget):

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<thead>
<tr>
<th></th>
<th>Projected (AUD$)</th>
<th>Final (AUD$)</th>
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<tbody>
<tr>
<td>Total costs</td>
<td></td>
<td></td>
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<tr>
<td>Total revenue</td>
<td></td>
<td></td>
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<tr>
<td>(including other sources of funding eg: sponsorship, ticket sales)</td>
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Submit this grant outcome report within four weeks of the activity to:
Alumni Relations Manager, Advocacy and Recognition
Advancement Office
University of Melbourne
Victoria 3010
AUSTRALIA
Tel: +61 3 8344 1746 Fax: +61 3 9348 0013
Email: alumni-office@unimelb.edu.au