



Alumni Association Grant Guidelines

Alumni Associations are expected to be largely self-funding. There are a variety of funding models available for Alumni Associations, depending on the needs and resources of each group. Some of them may include:

- Charge a membership fee to fund their activities
- Seek sponsorship for events from external sources
- Ask participants to pay for events and activities

To subsidise their funding model, Alumni Associations may apply to the University Advancement Office for grants up to a limit of AUD \$1,500 per association per year. Pre-requisites for funding are:

- The association must have signed an [Alumni Association Agreement](#)
- The association must have completed the appropriate [Grant Application Form](#)

Grants will be assessed on a case-by-case basis. Application rounds are open between:

- 1 October - 1 November (for activities scheduled for the following 12 months)

Any exceptional requests outside these dates must be directed to the Director of Alumni Relations. The granting of funds beyond the standard periods will not be standard practice and will only be considered in exceptional circumstances. Priority will be given to applications that:

- Assist in the establishment of new associations or promoting of groups created in the last 12 months
- Are seeking grants for activities that take into account the strategic objectives of the Alumni Relations unit or the Faculty;
- Create sustainable ways for alumni activity to continue
- Have not benefited through University-led activity in their location in the same year
- Have no alternative sources of funding.

Further Information

For further information on Alumni Associations and the Grants application process, please contact the Alumni Relations Manager, Advocacy & Recognition in the Advancement Office:

Advancement Office

University of Melbourne

Victoria 3010

AUSTRALIA

Tel: +61 3 8344 1746

Fax: +61 3 9348 0013

Email: alumni-office@unimelb.edu.au

Grant Criteria and Conditions

1. Grants may be requested for one of two purposes:
 - Activity Support - to defray or cover costs for venue hire, catering, promotional material for association activities and events etc
 - Operational Support - to cover extraordinary administrative fees including business registration fees, website domain names, accounting and auditing costs etc
2. Alumni Associations may apply for grants up to the value of \$AUD1,500 per calendar year
3. Grants will not be provided to support wages, salaries or honoraria of any type
4. Grants may be disbursed by:
 - electronic funds transfer (EFT);
 - cheque; or
 - credit card payment made directly to a third party (eg a restaurant hosting an activity or other supplier)
5. Grants will not be disbursed to an individual member of an applicant organisation
6. Applicant associations with an existing bank account may apply for funds to be disbursed by EFT or cheque, upon completion of the New Supplier or New Overseas Supplier forms
7. Alumni Associations must play an active role in the organisation or operation of the proposed activity (if applicable)
8. When grants are awarded for an activity, the University's support should be recognised and the type of recognition agreed upon prior to the commencement of the activity (eg including University logo in activity invitation or program, announcement of recognition at an activity).
9. Applicant associations should allow up to six weeks for grants to be disbursed, upon notification of approval
10. Grants will be assessed each funding period, and no guarantee of continuing funding is assured. Associations are advised not to rely on such funding as a perpetual income source and are encouraged to consider other means of support (ie ticketed events, sponsorship etc)
11. All associations awarded grants are required to submit a brief Grant Outcome Report to the Alumni Office within four weeks of the activity, including participation information and a final income and expenditure statement. Additional grants will not be considered where a report from a previous grant is outstanding

Application Process

1. All associations requesting funding must complete a Grant Application Form, which must be received by the deadline and must include a budget of the proposed activity or project
2. Applications will be reviewed by the Deputy Director of Alumni Relations and Alumni Relations Managers, in consultation with relevant Advancement, Faculty and Department staff when appropriate.
3. Applicant associations will be advised of the outcome of their application by telephone or email within three weeks following the deadline.
4. Alumni Associations must submit the Grant Outcome Report to the Alumni Office within four weeks of the activity or disbursement of grant funds.