



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):

- EFT to Alumni Association bank account
- Credit card to third party supplier (available where no bank account only)
- Cash to third party supplier (available where no bank account only)

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):

	<i>Projected (AUD\$)</i>	<i>Final (AUD\$)</i>
Total costs		
Total revenue (including other sources of funding eg: sponsorship, ticket sales)		

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