

**Alumni Grant**

**Program**

Application Packet Requirements:

* Completed UWF Alumni Grant Application
* Project Proposal
* Travel Budget Proposal & Other Source of Funding
* Contact Information
* Supporting Documentation

Please return completed application to 11000 University Parkway Pensacola, FL 32514 Bldg. 12, Attention: Alumni Grants Committee or email to alumni@uwf.edu

 Rev. December 2018



Alumni Grant Application

Date of Application: Click or tap here to enter text.

Group Name/or individual: Click or tap here to enter text.

Program Event Title: Click or tap here to enter text.

Funding Amount Requested: Click or tap here to enter text.

Purpose: Click or tap here to enter text.

Date/Location of Event: Click or tap here to enter text.

Requester’s Name: Click or tap here to enter text.

Requester’s Position Title:Click or tap here to enter text.

Organization Title: Click or tap here to enter text.

College & Department: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Address: Click or tap here to enter text.

Foundation Fund Code for Internal Transfer of Funds: Click or tap here to enter text.

Department or Organization Administrator Name/Email: Click or tap here to enter text.

I/We understand the UWF Alumni Association Grant Committee will release funds only if the activity is approved. All funds must be expended subject to the UWF Alumni Association Board stipulations. Terms of repayment, if any, are set by the Grant Committee.

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Print name of Organization, President Signature Date Phone E-mail

 or Individual

Click or tap here to enter text. Click or tap here to enter text.

 Print name of Organization, Advisor Signature Date Phone E-mail

 or Department Chair

## For office use only

Date and time application received: Click or tap here to enter text.

Committee Member Name: Click or tap here to enter text. Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Proposal

\*A statement of purpose and explanation of how activity will benefit the University of West Florida, include number of students attending/participating. Purpose should fulfill UWF’s Mission, Vision, and Values and UWF’s Strategic Plan. Please provide any UWF Alumni Grant History.

Travel Budget Proposal

\*Itemized Budget Request

EXAMPLE:

|  |  |  |
| --- | --- | --- |
| Item | Cost | Total |
| Registration Fees | $150 per student (8 students attendees) $175 per advisor (1 advisor) | $1375.00 |
| Hotel Room  | $134.00 per night (3 nights) – 4 rooms  | $1608.00 |
| Transportation  | $300.00 – 15 passenger van  | $300.00 |
| Fuel/Incidentals  | $2.30 per gallon average  | $200.00 |
|  |  |  |
| Total Expenses |  | $3483.00 |

Source of Funding

\* An organizational budget detailing sources of funding, i. e. fundraisers, departmental grants, etc.

EXAMPLE:

|  |  |
| --- | --- |
| **Sources** | **Amount Requested** |
| Alumni Grant Request | $1000.00 |
| Student Government Association | $1000.00 |
| MARC Scholars | $500.00 |
| Office of Undergraduate Research | $1000.00 |
| Total  | $3500.00 |

Contact Information

Please list all individuals affiliated with the event or project:

|  |  |  |  |
| --- | --- | --- | --- |
| First Name | Last Name | Email  | Student ID |
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Supporting Documentation

\*Please attach any conference schedules or travel itineraries.