

**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](mailto:alumni@uwf.edu)



Alumni Grant Application

Date of Application:

Group Name/or Individual:

Program Event Title:

Purpose:

Date/Location of Event:

Funding Amount Requested:

Requester’s Name:

Organization Title:

College & Department:

Email Address:

Phone:

Foundation Fund Code for Internal Transfer of Funds:

Department or Organization Administrator Name:

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.

­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name of Requestor Signature Date Phone E-mail

Print name of Advisor or Department Chair Signature Date Phone E-mail

Project Proposal

Program Event Title:

\*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

Program Event Title:

\*Itemized Budget Request (Please use example for reference)

EXAMPLE: Conference

|  |  |  |
| --- | --- | --- |
| **Item** | **Cost** | **Total** |
| Registration Fees | $160 per student attendee  $170 per advisor  (9 student attendees) (1 advisor, 1 coordinator) | $1770.00 |
| Hotel Room | $134.00 a night for three (3) nights  (Four rooms) | $1608.00 |
| Transportation | $300.00 for one 15 passenger van  (One Van) | $300.00 |
| Fuel/Incidentals | $1.90 per gallon avg | $150.00\* |
| Food | $72 per attendee  (Conference will provide some meals) | $1080.00 |
| Total Expenses |  | **$4908.00** |

Organizational Budget Proposal

& Source of Funding

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

EXAMPLE:

|  |  |
| --- | --- |
| **Item** | **Total** |
|  |  |
| Alumni Grant Request | $350.00 |
| (X Organization) | $250.00 |
| (X Organization) | $325.00 |
| **Total Expenses** | **$925.00** |

Contact Information

Program Event Title:

Please list all individuals affiliated with the event or project:

|  |  |  |
| --- | --- | --- |
| **Attendee** | **Email** | **UWF ID Number** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Supporting Documentation

\*Please attach travel itinerary, conference schedule, transportation, and lodging\*