



**The Alumnae of Northwestern University
2019-2020 Grants Committee
PROJECT PROPOSAL INFORMATION**

The forms to request funding from the Grants Committee of The Alumnae of Northwestern University appear below.

The Alumnae of Northwestern University, founded in 1916, is a volunteer organization of 60 active members that serves the University and the Community. Since 1931, The Alumnae has given \$8.5 million to the University.

Last year, the Grants Committee of The Alumnae of Northwestern University received 63 proposals and awarded full or partial funding to 25 of them. Samples of grants funded from 2019 include full or partial funding to purchase equipment, fund an exhibit, study new technologies, fund a documentary film, funds for classroom equipment, among others.

The funds from the Alumnae are raised through its Continuing Education Program and The Patron Show Program. Most awards are between \$1,700 and \$8,600, but occasionally larger grants receive funding. In recent years, The Alumnae has had about \$120,000 available for this funding opportunity.

The **REQUEST FOR PROPOSALS** is issued by the Alumnae Grants Committee for support of projects not included in the University budget.

NOTE: Proposals should be **typed** and written for the *“educated layperson.”*

1) Proposals should be no more than two pages in addition to the cover sheet and must include:

- A narrative describing the project;
- Start and completion dates/timeline;
- A DETAILED line item budget;
- A statement indicating whether partial funding will be acceptable if full funding is not possible and, if applicable, a minimum funding amount required, and from where additional funding would be obtained;
- A statement describing how a grant from The Alumnae of Northwestern University would be acknowledged or publicized;
- If a student (undergraduate or graduate, those considered non-faculty) or student group applies, **the faculty adviser** (with name and contact information) **must sign**

the proposal; by doing so, he or she indicates his or her willingness to accept responsibility for ensuring proper administration of the grant should it be awarded;

- Grants to individual students must have a completion date that is **prior to their graduation date.**

The deadline for receipt of the PROPOSAL is Friday, January 31, 2020. This must be postmarked by the U.S. mail or other delivery service on or before January 3, in order to be considered. Proposals must NOT be sent campus mail.

1. Successful grant applicants will be notified of their award shortly after Monday, April 20, 2020
2. Grant recipients **must submit a one-page final report** to The Alumnae Grants committee and to their appropriate Dean/Administrator **within six weeks** of completion of their project. The report must include:
 - how the funds were used;
 - how the recipient accomplished the goals of the grant;
 - what impact the grant has had on the recipient(s) program;
 - how the Alumnae grant was acknowledged or publicized.
3. Funds will be processed through the University's accounting office; processing the grant shall conform to the University's policies and procedures. Northwestern chart string numbers for transferring funds must be provided.
5. Please note: This grant is not subject to the University's development fee.
6. Projects that cannot be completed at their indicated date must be given prior additional approval from The Alumnae Grants Committee before proceeding. Unused funds are to be returned to The Alumnae of Northwestern University.

ALUMNAE USE ONLY

Proposal # _____

Date Received _____



The Alumnae of Northwestern University
2019-2020 Grants Committee

**PROJECT PROPOSAL COVER FORM
For 1920-21**

Due Date: January 31, 2020

Title of Project _____

Amount Requested: \$ _____

Would partial funding be acceptable: ___Yes ___No

Minimum \$ amount required: _____

Where would additional funding be sought?

Proposer (s) _____

Proposer Title (s) _____

School: _____

Department: _____

E-mail address: _____

Phone: _____

Chart String Number for accounting purposes:

If you are a student or student group, please list the name and address of your Faculty adviser: _____

Faculty adviser signature

Adviser Name (please print) _____

E-mail address: _____

Please verify that your proposal is consistent with your school's or office's policies and procedures.

Please give a brief three sentence (or less) description summary of your project:

Date project will begin: _____

Date project will be completed: _____

How did you hear about The Alumnae's Grants Program?

(signature of proposer)

(Date)

Please attach not more than two pages typewritten describing this project.

Written proposals must be received by January 31, 2020, and sent to:

**Carolyn Krulee
Alumnae of NU Grants Committee
1305 Grant Street
Evanston IL 60201
847-475-4908**

PROPOSALS SHOULD NOT BE SENT VIA CAMPUS MAIL.

Receipt of all proposals will be acknowledged. Please check with us if you have NOT received one within 15 days after submission.

10-1-19