



The Alumnae of Northwestern Grants 2020 - 2021 Information and Application Process

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 over \$8.5 million to the University in the form of grants, scholarships, internships and assistance with improvements to campus facilities, funded by The Alumnae Continuing Education Program and The Patron Show Program.

Last year, the Grants Committee of The Alumnae of Northwestern University received over 76 proposals and elected to award full or partial funding to 26 of them. Most awards are between \$1,500 and \$10,000, although larger requests have received funding in the past. In recent months, The Alumnae Board was able to continue to offer the Continuing Education Program virtually, via Zoom and is pleased to be able to fund the grants again this year.

The REQUEST FOR PROPOSALS is issued by The Alumnae Grants Committee for support of projects not included in the University budget. The forms to request funding from the Committee are available as of December 1, 2020 on The Alumnae website: www.nualumnae.org All grant proposals will be reviewed and evaluated by the Committee.

Guidelines:

Proposals must be typed and written for the *educated lay person*.

This year proposals should be sent as an email attachment and should be no more than two pages in addition to the completed cover sheet. They must include:

- A description of 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 whether additional funding will be sought from outside source(s);
- A statement indicating the impact the proposed project will have on the university, the student body, the community at large or other segments of the population;
- A statement describing how a grant from The Alumnae of Northwestern University would be acknowledged or publicized.

The deadline for receipt of the PROPOSAL is Sunday, January 31, 2021. It should be sent via email to: Jill Houk, Alumnae Grants Committee Co-Chair, jillhouk@yahoo.com

1. Successful grant applicants will be notified of their award shortly after Monday, April 19, 2021.
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.

4. Please note: This grant is not subject to the University's development fee.

5. 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.