TO: University Deans, Administrators, Department Chairs, and Program Directors

FROM: THE ALUMNAE OF NORTHWESTERN UNIVERSITY GRANTS COMMITTEE

Please forward this REQUEST FOR PROPOSALS (RFP) to all faculty, Centers and interested students or staff members associated with your school or position. Application forms are available at: https://forms.gle/8em3uGGezsNUoGo49 ***and on the Alumnae website, https://www.nualumnae.org (click on Monetary Awards & RFPs – see Grants section). * Please note that a gmail or u.northwestern.edu address is required to sign in and complete the application on Google Forms.***

The Alumnae of Northwestern University, founded in 1916, is a volunteer women's organization whose philanthropic activities serve to enhance the academic resources and educational vitality of the university community. Since its inception, the board has given $9.5 million to the university in the form of grants, scholarships, fellowships, and programming support. Funds are primarily raised through its adult Continuing Education program, now in its 53rd year.

The 2022 Alumnae Grants Committee is issuing this **RFP** for support of projects not included in a university budget. Most awards are between $1,000 and $7,000, but occasionally larger grants for special university projects also receive funding. Past funding has supported purchase of unique equipment/supplies; exhibits; conferences/symposia; innovative programs; and various forms of research support. The Alumnae have $124,000 available in 2022 for funding opportunities.

PROPOSALS should be no more than two pages (500 words) in addition to the application form (see above or go to nualumnae.org) and must include:

- A narrative description of the project.
- Start and completion dates.
- A detailed line-item budget.
- Indicate whether partial funding would be acceptable if full funding is not possible. If applicable, what is the minimum amount required, and from where additional funding might be obtained.
- Describe how an Alumnae grant would be acknowledged or publicized.
- A student or non-faculty application requires a faculty advisor or administrative sponsor. Applications should include a separate statement from an advisor or sponsor indicating their willingness to be responsible for the 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** or indicate the person(s) who will take responsibility for the project after their graduation.

The PROPOSAL SUBMISSION DEADLINE sent VIA EMAIL is 11:55 p.m. on Monday, Jan. 31, 2022. Applications sent via USPS or campus mail is not accepted. Please use the following link to submit your application form and proposal description: https://forms.gle/8em3uGGezsNUoGo49

Successful grant applicants will be notified of their award no later than **May 1, 2022**.

For questions, please contact **Karla Stone**: k-stone@northwestern.edu