



## INFORMATION ABOUT GRANTS AND THE APPLICATION PROCESS

The forms to request funding from the Grants Committee of The Alumnae of Northwestern University will be available December 1 on our website, [nualumnae.org](http://nualumnae.org)

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 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 Grant 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 grants 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.**

2. Successful grant applicants will be notified of their award shortly after Monday, April 20, 2020
3. 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.
4. 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.

9-29-19