

Alumni Fund General Guidelines and Application Guidelines

December 2011

Purpose of the Alumni Fund:

The Alumni Fund exists because of donations by graduates and friends of the University of Manitoba. Alumni Fund dollars are used to enhance and promote the university and its Alumni Association. Funds are awarded by the Committee of the Alumni Fund, which oversees the Fund as per Association By-Law II.

1. How to apply:

Email completed package (including required supporting documents) to: alumni@umalumni.mb.ca
Please include "Event and Special Funding Application" in the subject line

2. Eligibility:

- You represent a graduate or undergraduate student organization
- You represent an alumni group or academic unit of the University of Manitoba

3. Terms:

Special project funding will be awarded to short-term or one-time-only projects
Note: Grants are typically \$500 or less

***Event or Special Project Funding is for groups or organizations, not for conference travel**

4. Support material required:

- A completed Event or Special Project application form
- A detailed budget that includes:
 - a specific amount requested from the Alumni Fund,
 - expenses, and
 - other sources of funding
- A description of the event and how you will use the Alumni funds, (e.g. speaker sponsorship)
- A description of how the Alumni Association will be recognized before and after the event

5. Deadlines:

All applications must be submitted prior to the event.

Event Date	Deadline
April 1 to July 31 inclusive	January 31
August 1 to December 31 inclusive	April 30
January 1 to March 31 inclusive	October 31

6. If you receive funding:

A letter of confirmation will be mailed to you. A cheque will not be awarded until the following is received :

- Copies of promotional material indicating the date, location and subject of event
- A sample piece recognizing the Alumni Association as an event sponsor (e.g. poster, program or web page)

For more information contact the Alumni Association:

Telephone: (204) 474-9946

Fax: (204) 474-7531

Toll-free 1-800-668-4908

E-mail: alumni@umalumni.mb.ca

Web: umanitoba.ca/alumni

THE ALUMNI ASSOCIATION INC. OF THE UNIVERSITY OF MANITOBA
EVENT AND SPECIAL PROJECT FUNDING APPLICATION FORM
(for Student organizations, Alumni groups or Faculty units hosting or attending an event)
not for individuals travelling to present at a conference

PLEASE PRINT

Student organization, Faculty or Department: _____

Supervisor: _____ Phone number _____

Please check one:

____ undergraduate ____ graduate ____ academic unit ____ alumni group

Amount requested from the Alumni Association: _____ Total budget: _____

Date of event: _____ Number of participants expected: _____

Contact name: _____ Phone : _____

Address: _____ City/Prov.: _____

Postal code: _____ E-mail address: _____

If you are successful, the Alumni Association should make the cheque payable to:

Address: _____

Attention: _____

On a separate page:

- 1. In 250 words or less briefly outline the event and how you will use the funds.**
- 2. How will the Alumni Association be recognized before, during and after the event?**

**Please email completed application and all required supporting documents to alumni@umalumni.mb.ca. Incomplete applications will not be reviewed by the committee.*



UNIVERSITY
OF MANITOBA

Alumni Association Inc.

177 Dysart Rd, Winnipeg, MB, Canada R3T 2N2
Telephone: (204) 474-7116 Toll-free: 1(800) 668-4908 Fax: (204) 474-7531
E-mail: alumni@umalumni.mb.ca
Web: umanitoba.ca/alumni