**AAUCSF Grant Program**

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**Program Statement**

**Mission:** To provide funding to support specific programs sponsored by the [Alumni](http://alumni.gwu.edu/gwaa/index.html) Association University of California, San Francisco (AAUCSF), and other UCSF-affiliated alumni organizations whose work is consistent with the overall mission of the AAUCSF.

**Grant Application Review Committee and Process:**   
The Grant Application Review Committee will consist of the AAUCSF Treasurer, who will serve as chair along with the other members of the Executive Committee. The Senior Director of UCSF Alumni Associations will serve on the committee in an ex-officio capacity.

The following criteria will be used in considering funding requests:

* Effectiveness in reaching out to the broadest cross-section of alumni, or in reaching a strategically targeted segment of the alumni body
* Degree to which there is collaboration with other alumni organizations/programs
* Degree to which Advocacy is emphasized by the programming
* Degree to which current students are part of the programming
* Degree to which AAUCSF funds are supplemented by university and/or outside funds
* Extent to which the university leadership supports the funding request

Each alumni organization must submit a proposal to the AAUCSF Grant Application Review Committee. To apply, use the [grant application form.](http://alumni.gwu.edu/gwaa/grant_app.cfm)

More than one programming event/activity can be included in these proposals. No AAUCSF grant shall exceed $2,500; and no constituent alumni organization shall receive more than $5,000 in grants in any fiscal year. All events must occur on or before June 3 of the current fiscal year.

**Grant Payment/Reimbursement Process**  
In order for Alumni Relations to process grant payments in a timely manner, grant recipients must:

* Submit invoices/receipts no later than **3 *weeks*** from the date of your event or date of approval for other expenses, such as mailings, postage, etc.
* Submit the Follow-Up Form to [alumni@support.ucsf.edu](mailto:alumni@support.ucsf.edu) within **3 *days*** of the event

Failure to adhere to the above timeline may result in loss of grant and/or impact future grant requests.

All questions should be submitted to Rachel Bunkers-Harmes at [rbharmes@support.ucsf.edu](mailto:rbharmes@support.ucsf.edu), who will notify the chair, and distribute the proposal, via e-mail, to the respective members of the committee. The committee will strive to make a decision no later than 14 business days after the original submission.

**Grant Program**

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Thank you for submitting this application for an Alumni Association University of California, San Francisco grant. AAUCSF grants support alumni activities designed to promote the [mission of the association](http://alumni.gwu.edu/gwaa/grants.html).

**PLEASE NOTE**: Grant applications are accepted on a rolling basis, and awards are made from July 1, 2011 to June 1, 2012, on a first-come, first-served basis.

Top of Form

**Applicant Information**

|  |
| --- |
| **Name:** |
| **Address 1:** |
| **Address 2:** |
| **City:** |
| **State/Province:** |
| **Postal Code:** |
| **Country:** |
| **Phone:** |
| **Email Address:** |
| **Graduation Year:** |
| **School /Field of Study:** |

**Organization Information**

|  |
| --- |
| **Group Name:** |
| **Event (list proposed title, date, time, and location):** |
| **Point of Contact for Event (list name, email address, and phone number):** |
| **Purpose of Event (describe how this event enhances the mission of the AAUCSF):** |
| **If approved, how will the grant funds be used (e.g. what expenditures do you plan to cover with the funds)?** |
| **If an annual event, what was your attendance last year?** |
| **If your event has occurred in previous years, but is not an annual event, how many alumni have attended the event in previous years? Please specify the number of alumni in each of the previous years. (For example, if your event occurred in 2008, but not 2009 or 2010, what were the attendance numbers in 2008?)** |
| **How will you market this event to alumni?** |
| **Have you received a grant before?**  **Yes No** |
| **Number of Alumni Invited:** |
| **Total number of other guests invited:** |
| **Amount of grant funds you are requesting ($):** |
|  |

http://alumni.gwu.edu/images/shadow-rule.gif

*PLEASE NOTE: Grants may be awarded up to $2,500, as deemed necessary by the AAUCSF.*

*Post Event Note: The Follow-Up Form, all sign-in sheets, and all marketing material (print or electronic) must be received no later than three DAYS from the date of your event.*

*Payment/Reimbursement Note: Invoices/receipts must be received no later than three weeks from the date of your event (or, date of approval for other expenses, such as mailings, postage, etc.). For a complete summary of the payment/reimbursement process, see the* [*Grant Program main page*](http://alumni.gwu.edu/gwaa/grants.html)*.*