**AAUCSF Grant Program (AAUCSFGP)**

**Program Statement**

**Mission**

The purpose of this grant program is to fund specific events and projects on behalf of the [Alumni](http://alumni.gwu.edu/gwaa/index.html) Association of the University of California, San Francisco (AAUCSF), and other UCSF-affiliated alumni organizations whose work is consistent with the overall mission of the AAUCSF.

**Limits on Grant Amounts and Timings**

The maximum grant amount is $2,500. No organization shall receive more than $5,000 in grants from AAUCSFGP in any fiscal year. The total annual budget for all AAUCSFGP grants shall not exceed 15% of AAUCSF’s cash on hand as of the first day of its fiscal year.

**Grant Application Review Committee**

The Grant Application Review Committee will consist of the AAUCSF Treasurer, who will serve as Chair, and at least two other UCSF alumni who serve as members of the Executive Committee. The Senior Director of UCSF Alumni Associations will serve on the committee in an ex-officio capacity.

**Grant Funding Criteria**

The following criteria will be used in considering funding requests:

* Does it reach out to a broad cross-section of alumni or to an appropriate segment of the alumni population?
* Does it foster collaboration between alumni organizations and programs?
* Does it promote advocacy for UCSF?
* Are current students involved?
* Does the event or project have funding sources other than AAUCSF?
* Does University leadership support the funding request?

**Grant Application Process**

The grant-seeking organization submits a proposal to the AAUCSF Grant Application Review Committee consisting of the [grant application form and related materials if any.](http://alumni.gwu.edu/gwaa/grant_app.cfm) Submit these to Rachel Bunkers-Harmes at rbharmes@support.ucsf.edu. She will then distribute the proposal via e-mail to the committee members. The committee will strive to make granting decisions within 14 business days after the original submission.

**Grant Payment/Reimbursement Process**

In order for Alumni Relations to process grant payments in a timely manner, grant recipients must:

* Submit invoices/receipts within three weeks following the date of the event or date of approval for other expenses, such as mailings, postage, etc.
* Submit the Follow-Up Form to alumni@support.ucsf.edu within three days following the event or incursion of project expenses.

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

Direct any questions to Rachel Bunkers-Harmes at rbharmes@support.ucsf.edu

**Grant Program Application Form**

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).

There is no deadline. Award decisions are made subsequent to committee meetings which are scheduled as needed to respond to applications, typically within 14 business days of receipt. Funding is provided on a first-come, first-served basis until program funds run out. Funds are replenished annually.

**Applicant**

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

**Organization AND EVENT OR PROJECT**

|  |
| --- |
| **Group name** |
| **Event (proposed title, date, time, location) or project name** |
| **Point of contact (name, email, phone) for event or project** |
| **Purpose of event or project** |
| **How does this event or project enhance the mission of the AAUCSF?** |
| **Have you received a grant before? From whom?** |
| **Amount of grant funds needed ($)** |
| **Proposed use of grant funds (planned expenditures)** |
| **If this event has occurred previously, what was its attendance?** |
| **How will you market this event to alumni?** |
| **Number of alumni invited** |
| **Number of non-alumni invited** |

*Applications for grants of up to $2,500 will be considered.*

*Following your event or project, our Follow-Up Form, your sign-in sheets, and marketing materials (print or electronic) must be delivered to us within three days after the date of your event.*

*Invoices and receipts for payment and reimbursement must be received within three weeks following the date of your event (or date of approval for other expenses such as mailings, postage, etc.) The University’s payment/reimbursement process is described on the* [*Grant Program main page*](http://alumni.gwu.edu/gwaa/grants.html)*.*

**Grant Program Follow-Up Form**

TBD…