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## FUNDING SCHEME GUIDELINES FOR FORMAL ALUMNI NETWORKS

### **Background**

The University recognises the significant effort and commitment of formal Alumni Networks in the advancement of the University's Alumni Program. Although networks are expected to be financially self sufficient in their overall operations, we recognise that new and larger projects may require some additional funding assistance from the University. In 2008 a fund was established to support such projects. These funds are intended to support a new project or enhancement of an existing program. They are not intended to provide ongoing support to an annual program or activity.

### **Alumni Funding Scheme**

The total funding available to alumni networks in 2020 is **\$20,000**, with no more than a maximum of **\$3,000** per alumni network.

- Alumni networks will be notified of the application process through a direct communication to the respective alumni network committee
- Deadline for submission will be Sunday 8 November 2020
- Alumni networks will be notified about the status of their application after the Alumni Council meeting scheduled for 26 November 2020
- Funds are to be used to support events scheduled for delivery in 2021,

Funding allocated **MUST** be used for the project specified in the application. Should the project not proceed for any reason then funding will be recalled.

### **Eligibility**

To be eligible to submit an application, the alumni network must be registered with Alumni Relations as an official alumni network.

### **Criteria**

In the 2021 funding, preference will be given to those projects which meet one or both of the following outcomes:

- a) an increase in the number of contactable alumni, including activities that encourage 'missing' alumni to reconnect
- b) an increase in alumni participating in the Alumni program, with an emphasis on attracting alumni who are not currently engaged

### **Application Process**

- Deadline for submission is Sunday 8 November 2020
- Alumni networks will be notified about the status of their application after the Alumni Council meeting on 26 November 2020
- The application must be approved at a Network committee meeting (**copy of minutes to be attached to the application**) and signed by the President/Chair or their delegate
- An application template will be distributed to all alumni networks. Nominations are to be forwarded to the Alumni Relations Officer as indicated in the application form

### **Budget**

All applications must include a breakdown of estimated costs and revenue associated with the project. If the funding being sought is less than the funds currently held by the respective alumni network, then a justification must also be included as to why existing funds are not being used to implement the project.

### **Selection Process**

Alumni Relations (External Relations) will coordinate the selection process. The selection panel will consist of:

- University of Adelaide Alumni Council
- Manager, Alumni Relations (External Relations)

### **Access to Funds**

Following the selection process, the Alumni Relations Officer will contact the successful alumni networks to discuss the distribution of funds.

### **Reporting**

Recipients of this funding will be required to provide a status report to Alumni Relations on the implementation of the project and use of funds. The reporting timelines are to be negotiated between the Alumni Relations Officer and recipient following notification of the funding. A one page report is to be forwarded to the Manager, Alumni Relations no later than one month following completion of the project. A final budget will be required to accompany the final report.

Further information on this Funding Scheme can be obtained contacting Alumni Relations on +61 8 8313 5800 or [alumni@adelaide.edu.au](mailto:alumni@adelaide.edu.au)