

Alumni Funding Scheme 2023



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Alumni Funding Scheme Guidelines for University of Adelaide Official Alumni Networks

Background

The University recognises the significant time, effort and contribution the volunteers from our Alumni Networks make towards 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. Since 2008, Alumni Networks have had access to university-provided funds to support such projects through the Alumni Funding Scheme. The Alumni Funding Scheme is intended to support new projects or enhance existing programs; 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 2022 to be used in 2023 is **\$25,000** (cumulative). An Alumni Network will receive no more than \$3,000 for their activities and programs in 2023 and requests for funding for each activity or program cannot exceed \$2,000. Funds are to be used to support events and programs scheduled for delivery in 2023. Funding allocated through this scheme must be used for the project specified in the application. Should the project not proceed for any reason, a justification must be provided to the Alumni Relations team which will be used to determine whether unspent funds can be carried over into the following year. The University endeavours to distribute funding equitably among the applications received in any given year.

Eligibility

To be eligible to apply, the Alumni Network must be registered with Alumni Relations as an official Alumni Network.

Criteria

Preference will be given to those projects which meet one or some of the following objectives:

1. Increase the number of contactable alumni, including activities which identify 'missing' alumni and encourage them to reconnect with the University of Adelaide community
2. Encourage alumni to support University and Faculty activities, including volunteering for teaching, learning and career readiness programs including internships
3. Support the Alumni Network to become financially self-sustaining on an ongoing basis
4. Promotes engagement in planning and celebratory activities directly related to the University's upcoming 150th anniversary in 2024.

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Application Process

- Alumni Networks will be notified of the application process through a direct communication to the respective Alumni Network President/Chair on Tuesday 22 November 2022
- An online application form will be distributed to all Alumni Networks.
- The application must be signed by the President/Chair or their delegate
- Applications are to be forwarded alumni@adelaide.edu.au by the deadline, copying in relevant Alumni Relations team member
- Deadline for submission will be 5pm Adelaide Central Daylight Time (ACDT) on Tuesday 13 December 2022.
- Alumni Networks will be notified about the status of their application by 5pm ACDT on Tuesday 20 December 2022

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.

Review Process

The Alumni Relations team together with the Executive Director of Advancement within the Division of External Engagement will review all funding applications received. Recommendations for the distribution of funds will be provided to the University of Adelaide Alumni Council for approval.

Access to Funds

Following the review process, the Alumni Relations team member will contact the successful Alumni Networks to discuss the distribution of funds.

Reporting

Alumni Networks will be required to provide a final report to the Alumni Relations team by 5pm ACDT on Friday 1 December 2023. This report should outline the outcomes achieved of each initiative or program that received funding and must include an acquittal of funds.

Further information

Further information about the Alumni Funding Scheme can be obtained contacting the Alumni Relations team on +61 8 8313 5800 or alumni@adelaide.edu.au