

UNF Alumni Association Club Grant Application for Registered Student Organizations



The UNF Alumni Association is proud to offer grant funding for student clubs searching for sponsors to fund a specific project, trip or cause. Club Grant applications and all supporting information must be submitted electronically, in ONE PDF, to the Office of Alumni Engagement and Annual Giving at unf-alum@unf.edu by 5 p.m., Friday, Jan. 31. Questions may be directed to the Office of Alumni Engagement and Annual Giving by calling (904) 620-4723 or by emailing unf-alum@unf.edu.

Club Information:

Club Name: _____

Club President's Name*: _____

Advisor's Name: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

**Communications will be sent to individual submitting the application.*

Funding Information:

Project/Event Name: _____

Location of Project/Event: _____

Date and Time of Project/Event: _____

Purpose of Project/Event: _____

Total Amount Requested: \$ _____ (maximum of \$1,000)

By submitting this application, the club officers and/or advisor assumes responsibility for this expenditure. Club advisor affirms that all funding provided by the UNF Alumni Association will be used as presented unless a written amendment request is made and approved by the UNF Alumni Association. Funds shall be used within six months of award date; unused funds shall be returned to the Office of Alumni Engagement and Annual Giving on behalf of the Alumni Association. If funding is approved, it may take up to two weeks to receive funding. **An EIN and W-9 will be required to award funds.**

Application packets should include the following:

- Brief, typed report that includes the following information:
 1. Is the applicant a recognized club in good standing with Club Alliance? If not, you may send an appeal in writing to the Office of Alumni Engagement and Annual Giving, contact info below.
 2. How will UNF students be impacted by this grant request? What is an estimated number of UNF students *both within and outside of this club* that will be impacted?
 3. What other sources of funding and/or fundraising activities have been sought for this purpose?
 4. Has the UNF Alumni Association provided funding for this purpose before? If so, what was the outcome?
 5. What will happen if the UNF Alumni Association does not, or only partially funds this request?
- Line-item spreadsheet documenting expenses and wages for the project/event
- Schedule/agenda/program/flyer/conference registration page/etc. and other supporting documentation for the project/event
- Signed letter of recommendation on letterhead from club's advisor

Any student with a disability who requires reasonable accommodations to participate in any program or activity funded by UNF Alumni Association must first be registered with the UNF Disability Resource Center. Written requests for reasonable accommodations should be sent to the Director of the UNF Disability Resource Center.