



## ALUMNI ASSOCIATION ACTIVITY GRANT APPLICATION FORM

**Name of Alumni Association:**

Name of contact person for this application:

Email address:

Phone Number:

Signed:

Date:

**Activity Grant Application Details:**

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**Details of the activity:**

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Alumni involved in this activity in total: \_\_\_\_\_

No of alumni invited: \_\_\_\_\_

Expected no of attendees: \_\_\_\_\_

**How will this activity benefit the alumni association and / or the University of Melbourne?**

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**Activity budget:**

Estimated total costs: \_\_\_\_\_

Estimated revenues: \_\_\_\_\_

*(including other sources of funding received or expected, eg sponsorship received or ticket price)*

Amount requested: AUD\$ \_\_\_\_\_

**Preferred method of disbursement (please tick):**

- Electronic Funds Transfer (EFT) to Alumni Association bank account
- Cheque to Alumni Association
- Cheque to third party supplier
- EFT to third party supplier
- Credit card to third party supplier

**Other information to support grant application:**

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**Submit this application to:**

Alumni Relations Manager, Advocacy and Recognition

Advancement Office

University of Melbourne

Victoria 3010 AUSTRALIA

Tel: +61 3 8344 1746 Email: alumni-office@unimelb.edu.au



## ALUMNI ASSOCIATION ACTIVITY GRANT OUTCOME REPORT

**Name of Alumni Association:**

Name of contact person for this report:

Email address:

Phone Number:

Signed:

Date:

**No of attendees/ number of alumni involved:**

*Please also attach any photos taken at the activity and updated contact details of alumni (if collected)*

**How was the University acknowledged?**

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**Outcomes for the Alumni Association:**

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**Follow up actions emerging through this activity**

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**Recommendations for future activities/ things learned**

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**Expense report (against proposed budget):**

	<i>Projected (AUD\$)</i>	<i>Final (AUD\$)</i>
Total costs		
Total revenue (including other sources of funding eg: sponsorship, ticket sales)		

**Submit this grant outcome report within four weeks of the activity to:**

Alumni Relations Manager, Advocacy and Recognition

Advancement Office

University of Melbourne

Victoria 3010

AUSTRALIA

Tel: +61 3 8344 1746 Fax: +61 3 9348 0013

Email: [alumni-office@unimelb.edu.au](mailto:alumni-office@unimelb.edu.au)