



**Grant Program Application**  
***Sponsored by The National Educational Alumni Trust***  
**Administered by USI Affinity**

National Educational Alumni Trust (NEAT), administered by USI Affinity, offers the NEAT Grant Program to fund alumni relations projects to benefit programming. Applications may be submitted at any time. The applications will be evaluated by the NEAT Grant committee. Applicants will be notified by the end of June of the committee's decision. Up to \$5,000 will be awarded per project.

Applications can also be completed using this link:

<http://www.usiaffinity.com/neat/grant-program/>

**NEAT Member Information**

Institution Name: \_\_\_\_\_

☐ Alumni Association ☐ Office of Alumni Relations/Affairs

☐ University Department ☐ Annual Giving

☐ Other: \_\_\_\_\_

**Grant Applicant Information** (person administering the project)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Business Phone: \_\_\_\_\_

**Chief Alumni Association/Office Official Information**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



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**Grant Project Information**

Project Title: \_\_\_\_\_

Project Criteria: *Briefly answer the following questions on a separate sheet and attach it to this form prior to submission.*

1. Describe the purpose of this grant project and why you are seeking NEAT Grant Program funding.
2. Describe the type of grant project you would like to implement, alumni relations-related research topic area you intend to explore, and what constituency group will be involved.
3. Describe the process you intend to use to implement your grant project.
4. Describe the anticipated timeline you intend to follow for your grant project.
5. Itemize the total anticipated budget for the project.

Estimated Total Cost of Project: \_\_\_\_\_

Total amount of Grant Request *(not to exceed \$5,000)*: \_\_\_\_\_

Your Association's/Office's estimated project contribution: \_\_\_\_\_

**Reimbursement Information**

Checks should be made payable to: \_\_\_\_\_  
*(Alumni Association/Office name)*

**Agreement**

*I hereby acknowledge that, if awarded a grant, I am expected to report to my designated grant official on the outlined check-in dates. I also understand that the creation of a final report, suitable for sharing with fellow NEAT member institutions, is an essential requirement of the NEAT Grant Program and commit to completing a report using the provided template and submitting it by the deadline.*

**Grant Applicant Name:** \_\_\_\_\_

**Grant Applicant Signature:** \_\_\_\_\_

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



### **The NEAT Grant Program Check-in**

To ensure that grant recipients are provided with a clear set of expectations, as well as adequate support, as they work through their project, the NEAT Grant Program Committee has established a process by which deadlines and “check-ins” will be utilized during the grant award year.

Each grant recipient will have a NEAT Grant Program Committee member designated to serve as her/his personal point-of-contact for all correspondence regarding her/his grant award. This Committee Member will periodically check in with the recipient to answer any questions Grant recipients may have about their project. The Grant Committee member will contact the designated recipient at each of the three (3) required “check-ins” throughout the grant year to provide regular progress updates and the opportunity to answer any questions grant recipients may have about grant projects. NEAT Grant Committee member assignments and contact information will accompany all grant notification materials.

The NEAT Grant Program deadline schedule:

- **Check-in #1 deadline:** October 1
- **Check-in #2 deadline:** February 1
- **Check-in #3 deadline:** May 1
- **Final project report deadline:** June 30
- **Distribution of grant funding:** Upon receipt of Grant Report

### **The NEAT Grant Program Project Final Report**

Each grant recipient must submit a final report using the template on the next page. Grant project reports will be posted for previous grant reports on for the benefit of other NEAT members.

Completed application, reimbursement request and final report materials can be e-mailed or mailed to:

[neat@usi.com](mailto:neat@usi.com)

NEAT Grant Program Committee  
USI Affinity  
5455 Rings Rd. Suite 250  
Atrium II, South Tower  
Dublin, OH 43017

For more information on the NEAT or to download a NEAT Grant Program Application, visit:

<http://www.usiaffinity.com/neat/grant-program/>.



## Grant Report

**NEAT Institution:**

**Project Title:**

**Project Dates:**

**Contact information:**

**Executive Summary:** Purpose, Summary of Findings and Conclusions, Description of Institution

### **Overview**

*Project Scope*

*Process, Methodology, and Timeline*

*Timeline*

**Findings and Conclusions:** Results, Impact, Recommendations

**APPENDIX:** Budget, Survey instrument, Collateral, Photos, etc.