



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 contact my designated grant official on the dates outlined below. I also understand that the creation of a final report, suitable for sharing with fellow NEAT association member institutions, is an essential requirement of the NEAT Grant Program and commit to completing a report as described below and submitting it by the June 30, 2021 deadline.

Grant Applicant Name: _____

Grant Applicant Signature: _____

Date: _____



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Completed application materials can be mailed, faxed, or e-mailed to:

NEAT Grant Program Committee
ATTN: Patti Mikac
USI Affinity
5455 Rings Rd. Suite 250
Atrium II, South Tower
Dublin, OH 43017
Fax (610-537-2704)
patti.mikac@usi.com

For more information on the NEAT or to download a NEAT Grant Program Application, visit:
<http://www.usiaffinity.com/neat/grant-program/>.

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



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The NEAT Grant Program Project Final Report

Each grant recipient must submit a final report suitable for sharing with fellow NEAT members by the date articulated in the deadlines schedule above. This report must include the following information:

- Describe the purpose of the Grant Project.
- Describe the scope of the Grant Project, the alumni relations-related research topic area explored and the constituency group that was involved.
- Describe the process and timeline used to implement the Grant Project.
- Attach separately or include in the report your survey instrument, if applicable.
- Discuss your methodology for the process and/or survey.
- Provide a listing of the final Grant Project budget and how grant money was allocated.
- Provide a brief summary of your findings.
- Provide a brief summary of your conclusions.
- Provide a brief summary of the impacts this project will have on the future of your alumni association/office programming.

Grant project reports will be posted for previous grant reports on for the benefit of other NEAT members.