

COOK COMMUNITY ALUMNI ASSOCIATION FUNDING REQUEST GUIDELINES

The Cook Community Alumni Association may grant limited financial support for projects or events organized by alumni, faculty/staff, student groups or academic departments. The primary goal of this funding is to further the goals of the association and its members. Criteria include:

- A limit of one time funding during a three-year period, with requests in the range of \$100 to \$1,000 dollars (with \$500 as the recommended maximum)
- The funding is granted on a non-sustaining basis.

Preference will be given to groups or organizations and to events/projects that encourage participation by students and alumni alike.

If funding is approved, the requesting group or organization must identify the Cook Community Alumni Association as a sponsor of the event or project on all written materials, including internet announcements. In return for funding, the sponsoring group or organization will donate time and volunteer to work with and assist the association at an event during the following year. The specifics of this "in-kind" donation will be determined on a case-by-case basis by representatives of the organization requesting funding and the Cook Community Alumni Association's Executive Board. A brief written summary or report on the outcome of the event or project is also required at its conclusion.

Applications for funding will be accepted on a rolling basis throughout the year.

For events or projects whose timelines are related to the school year. It is recommended that applications for fall semester programs or events be submitted on or before March 1 and those for spring be submitted by November 1. Emergency funding requests may be considered at the option of the Executive Board. Representatives of the group or organization requesting the funding may be required to appear in person at a meeting of the association to present a summary of their request prior to a final decision on funding.

Applications should be either emailed to: cookalumni@gmail.com

Or mailed to:

Treasurer - Cook Community Alumni Association
P.O. Box 7090
North Brunswick, NJ 08902

COOK COMMUNITY ALUMNI ASSOCIATION FUNDING REQUEST APPLICATION

Date of application: _____

Date of event/project for which funding is being requested: _____

Name of Organization or Group: _____

Organization or Group Representative(s): _____

Representative Address: _____

Phone: _____

E-mail: _____

Is your organization or group recognized by Rutgers University?

If yes, how so and when was recognition first granted?

If no, why not?

1. Event or Project Details

Please attach a brief statement that contains the date, a description, the goal of the event or project for which funding is sought. Please note if the purpose is for fund raising.

2. Alumni/Community Value

a.) Will this event or project assist the Cook Community Alumni Association in achieving its goals? Please explain.

b.) Will student and/or alumni participation and/or attendance be possible and encouraged? Please explain.

c.) What other members/organizations of the Rutgers/SEBS/Cook Campus Community are or might be involved?

3. Funding Details

Amount Requested _____ Total Project Cost: _____

Specific purpose for which funds will be used. Please attach additional sheets if required.

Have you made a request from the Cook Community Alumni Association in the past?
___ Yes ___ No

If yes, briefly describe the nature of the request and the response to that request.

From what other sources are you applying for funds or have already received funds:

Organization: _____ Amount Requested/Received _____

Organization: _____ Amount Requested/Received _____

If there are other fundraising efforts associated with this event or project, please describe them.

4. Conditions of Funding Approval

The Cook Community Alumni Association requires a written summary of the outcome of the project or event upon completion. The Association will also require that a representative of the funded group present a brief oral summary of the project at an Association meeting.

I/we understand and agree to these conditions ____ Yes ____ No

Signature of officer or representative

Date _____

All requests must be pre-approved by the Cook Community Alumni Association. You may be asked to make a presentation at a meeting prior to final approval.