



2010-2011 Grant Program Process and Deadlines

Sponsored by The National Educational Alumni Trust

Grant purpose

Providing opportunities, as well as shared benefits, for all member associations, has been the core of the NEAT's mission since 1972. With this as its guiding purpose, the NEAT established the NEAT Grant Program in 2009 to provide funding for grants on an annual basis. The aim of the NEAT Grant Program is to offer NEAT member institutions the opportunity to learn more about alumni relations-related topics that will impact their alumni relations programming, while, at the same time, producing an end product in the form of a final report that could provide insight deemed beneficial to fellow NEAT members.

Grant Guidelines

The NEAT Grant Program will abide by the following guidelines:

- All applications for NEAT Grant Program funding will be given thorough consideration by a review committee made up of members of the NEAT Executive Committee.
- The NEAT Grant Program conveys a maximum of ten (10) awards of up to \$1,500 per year. These awards will be given to recipients **at the conclusion of the project after a final report**, suitable for sharing with fellow NEAT association member institutions, has been submitted.
- To support as many NEAT members as possible, only one award will be made per institution.
- The NEAT Grant Program will utilize a deadline process for receiving applications, notifying applicants of decisions, receiving final grant reports, and providing grant funding.

Grant Application

To be considered complete, NEAT Grant Program applications must include the following:

- Cover letter endorsement of grant project from chief alumni association/office official.
- Completed NEAT Grant Program Application with accompanying application criteria as described below and on the NEAT Grant Program Application.

Application Criteria

Projects must include research in an alumni relations-related area. Examples include, but are not limited to:

Alumni career services	Affinity group engagement	Collaborative programs with other institutions
Class reunions	Volunteer engagement	Legacy programming
Travel programs	Young alumni	Communication / use of technology
Alumni awareness and relevancy among current students		Life stage specific programming

Successful applications must include clear statements that address the following areas:



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“Why” Describe the purpose of your grant project and why are you seeking NEAT Grant Program funding.

(Example: “The purpose of the Elizabethtown College Alumni Association “Alumni Use of Communication Technology” project is to discover the ways in which Elizabethtown College Alumni Association alumni prefer to be contacted regarding various alumni engagement initiatives and programs. We are seeking funding from the NEAT Grant Program to offset the cost of crafting and implementing a survey mechanism to gather information from alumni.”)

“What and Who” Describe the type of project you would like to implement, alumni relations-related research topic area you intend to explore and what constituency group will be involved.

(Example: “It is our intention to development and implementation of a survey mechanism aimed at learning the communication-related tendencies and programmatic promotional preferences of Elizabethtown College Alumni Association alumni within different age groups.”)

“How” Describe the process you intend to employ to implement your project.

(Example: “We intend to employ a <<firm name>> to assist in the creation and execution of the survey.”)

“When” Describe the anticipated timeline you intend to follow for your project.

(Example: “Our plan involves a multi-phased plan with five (5) stages:

1. Jul. – Sept. *engaging <<firm name>> and develop the survey mechanism*
2. Oct. – Nov. *implement the survey mechanism*
3. Dec. – Jan. *process survey results*
4. Feb. – Mar. *developing and employing strategies for spring initiatives*
5. Apr. *compile report and submit to NEAT Grant Committee”)*

Project Deadlines

The NEAT Grant Program deadline schedule:

- **Application deadline:** April 31, 2010
- **Notification date:** June 30, 2010
- **Check-in #1 deadline:** September 1, 2010
- **Check-in #2 deadline:** December 1, 2010
- **Check-in #3 deadline:** March 1, 2011
- **Final project report deadline:** April 30, 2011
- **Distribution of grant funding:** Upon receipt of Grant Report



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The NEAT Grant Program Check-in Process

To ensure that grant awardees 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. Grant recipients should utilize their designee as the individual through which they satisfy each of the three (3) required “check-ins” throughout the grant year. These requisites are intended to provide NEAT Grant Program Committee members with regular progress updates and the opportunity to answer any questions grant recipients may have about grant projects. NEAT Grant Program Committee member assignments and contact information will accompany all grant notification materials.

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 this 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 this Grant Project.
- 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.

Additional Application Information

For more information on NEAT or to download a NEAT Grant Application, visit:
www.collegiateinsuranceresources.com/neat

Completed application materials should be mailed, emailed, or faxed to:

NEAT Grant Program Committee
ATTN: Patti Mikac
Collegiate Insurance Resources
3070 Riverside Drive
Columbus, OH 43221
Fax (610-537-9394)
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