



East Central University Student Alumni College Enhancement Fund

The ECU Alumni Association has established the Student Alumni College Enhancement Fund to assist ECU student organizations with financial support when opportunities arise that will enhance the organization members' educational/vocational experiences. The purpose of the fund is to enhance student education, training and overall university experience by enabling students to participate, through campus organizations, in special activities such as conferences, seminars and contests while representing and bringing credit to the University and strengthening the organizations.

*Faculty/Sponsor expenses are not eligible.

| Application Deadline | Disbursement Date |
|----------------------|--------------------|
| September 11, 2009 | September 25, 2009 |
| November 6, 2009 | November 20, 2009 |
| February 12, 2010 | February 26, 2010 |
| April 9, 2010 | April 23, 2010 |

Grant applications must be submitted under the following conditions:

- ◆ Grants will only be given to campus organizations registered and in good standing with the ECU Campus Life & Leadership Office. Please visit the [campus life and leadership website](#) to see if your organization is active and in good standing.
- ◆ Up to \$1,000 maximum can be requested and awarded for applications covering one to ten students per event.
- ◆ Up to \$1,500 maximum can be requested and awarded for applications covering over ten students per event.
- ◆ Applications submitted must include a list of all students that intend to participate. Multiple applications for the same event will not be allowed - only one application covering the entire student attendance for the event will be considered.
- ◆ No post event applications will be considered (i.e., grants will not be awarded to reimburse individuals/organizations).
- ◆ The Scholarships and Grants Committee will review all applications and the Committee reserves the right to adjust the funding awarded as it sees fit.
- ◆ A follow-up letter must be provided to the Alumni Association within 30 days after the last day of the event. Follow up letters should include: a report of the activity and the extent of the organization's involvement; a listing of all expenses and receipts or explanations (car travel for instance) for all expenses; and a list of all members and faculty who attended.

- ◆ Applications will not be considered if follow-up letters for previous events have not been received or other arrangements satisfactory to the committee have not been made. For funded events prior to August 1, 2009, a follow-up letter must have been received. For events funded after August 1, 2009 a follow up letter including satisfactory receipts and/or explanation of expenses and, if applicable, return of grant money not used must have been received for any grant awarded after August 1, 2009.
- ◆ Receipts for lodging, transportation and other eligible costs for the event must be provided with the follow-up letter.
- ◆ Any grant funds not used, regardless of the grant amount, must be returned to the Alumni Association via The Office of Alumni Relations.
- ◆ Please keep in mind not to exceed \$1,000 in expenses if ten or fewer students actually participate in the event. If more than ten students are listed on the application as attending the event and ten or less students actually participate, the organization must refund any money awarded above \$1,000 per the application requirements. This is in addition to the requirement above.
- ◆ There will be no pre-approval for any applications submitted. Applications can only be approved at meetings of the committee held after the application deadline. Any student or organization seeking pre-approval/early approval will have their application denied without exception.
- ◆ There is no guarantee of funding. Therefore, caution is urged in paying for any expenses prior to receiving notice of the funding status of the grant application. Please know that all expenses incurred by the organization are the responsibility of the organization whether or not funding is awarded.
- ◆ Approved grant applications must be made payable to an ECU campus organization and deposited into their account. Checks will no longer be made payable to individuals. Campus organizations can, if they have no other account and wish to do so, set up an account with the ECU Foundation Office, located at the Sterling L. Williams Foundation & Alumni Center on campus.
- ◆ Applications must be prepared, signed, and submitted by student members of the organization applying for the grant. However, faculty members and others may assist in the preparation of the grant and the faculty sponsor should carefully review the application before it is submitted.
- ◆ Submitted applications will be judged on multiple factors including, but not limited to, presentation of application (neatness, legibility, attachments, etc.); relevance of request to purpose of grant program; detailed listing of expenses; and specific event information given.

For assistance with application questions, please call the Alumni Office 580-559-5651.

Application for Assistance from the
East Central University Alumni Association
Student Alumni College Enhancement Fund

Applications must be completed and submitted by the student(s) requesting assistance to:
Director of Alumni Relations
Room 107, Sterling L. Williams Foundation & Alumni Center, ECU Campus

Name of Campus Organization _____

Contact Person's Daytime Phone _____ Evening Phone _____

Contact Person's Email _____

Name of Faculty/Sponsor _____ Phone# _____

Activity for which funds are requested _____

Amount of this request \$ _____ Number of Students Attending (please attach list) _____

From what source is the organization receiving or earning any additional funds?

Amount the organization will be receiving or earning from additional source? \$ _____

*If funding is granted a check will be made payable to the campus organization listed above. It is the responsibility of the organization to have an account where they can deposit these funds and disburse to individuals as needed.

**Checks will not be issued to individuals.

**On a separate page(s), please summarize in detail the need for your request.
Include in your description:**

1. The activity to be funded (the name of the event, its date, location, etc.).
2. Attendees' scope of involvement (presenter, delegate, participant, etc.).
3. The number of ECU students being assisted by this grant.
4. A detailed budget for the activity (lodging, transportation, registration fees, etc.)
****Do not include meals or faculty/sponsor expenses in this budget.**
5. Any and all other sources of funding available to you for this activity.

Should this request be granted, the recipient(s) agree to provide a follow up letter with completed expense report and receipts within 30 days after the completion of the activity summarizing the experience to:

ECU Alumni Association Board of Directors
c/o The Office of Alumni Relations
1100 E. 14th, Box Y-8
Ada, OK 74820

The ECUAA board will share the letters with donors. If funding is given, failure to submit a follow-up letter with receipts will result in your group's inability to apply for future assistance according to the grant application guidelines.

I have hereby read and understand the guidelines for assistance from the Student Alumni College Enhancement Fund. In representing this campus organization, I agree to provide a follow up letter as well as abide by all other terms set forth on the grant application or face possible sanctions in applying for future assistance.

Student Organization Representative Signature

Date

East Central University Student Alumni College Enhancement Fund

Expense Report

This is to be completed and attached with the follow up letter after event completion.

Campus Organization _____

Event Attended _____

Date(s) Attended _____

Please check one and provide list of names:

One to ten students attended Number attended: _____

Or

More than ten students attended Number attended: _____

Section 1 – Grant Awarded

Amount of grant awarded for this event.....\$ _____ **A**

Section 2 – Expenses

Below, please list the total expenses for the categories provided. Receipts must be provided that can add up to the below totals. Please list the expenses only for students that actually attended.

Transportation.....\$ _____

Lodging.....\$ _____

Registration Fees.....\$ _____

Other (not meals).....\$ _____

Total Expenses.....\$ _____ **B**

Section 3 – Unexpended Funds

Please fill out one or the other following sections:

IF MORE THAN TEN STUDENTS ATTENDED:

Enter the amount of the grant awarded (from line **A**).....\$ _____

Subtract the total expenses (from line **B**).....\$ _____

Enter the difference here, or enter zero if zero or less.....\$ _____

This is the amount owed to the ECU Alumni Association. _____ ↑

OR

IF TEN OR FEWER STUDENTS ATTENDED:

Enter the amount of the grant awarded (from line **A**).....\$ _____

Subtract:.....\$1,000

Enter the difference here, or enter zero if zero or less.....\$ _____ **C**

Re-enter the amount of the grant awarded (from line **A**).....\$ _____

Subtract the total expenses (from line **B**).....\$ _____

Enter the difference here, or enter zero if zero or less.....\$ _____ **D**

Enter the amount from line **C**.....\$ _____ **E**

Add lines **D** and **E**.....\$ _____

This is the amount owed to the ECU Alumni Association. _____ ↑