



Western Mustangs Athletic Alumni Grant Policy

This document outlines the Western Mustangs Athletic Alumni (“WMAA”) policy (“policy”) for the provision of financial support to Western University Sport alumni groups/clubs or Western Sport teams (as approved by Sports and Recreation Services) who are hosting alumni events, functions, or activities (“events.”).

1. GENERAL

- a) The funding of athletic alumni events, activities and initiatives by the WMAA serves to:
 - i. Promote the objectives of the WMAA;
 - ii. Strengthen the relationships among athletic alumni and student athletes; and
 - iii. Provide assistance to events, activities and initiatives that otherwise might not have sufficient funding to be successful.
- b) In order to make an application, an applicant for funding under the policy must be recognized as an official varsity athletic team with Western Sports and Recreation Services, or an alumni club or chapter sanctioned by an official varsity athletic team registered with Western Sports and Recreation Services.
- c) The Grants Committee, as struck by the WMAA Board of Directors, shall review the submitted applications and determine the amount of funding to be provided (if any), having regard to the Grant Committee’s annual budget (determined by the WMAA Board of Directors), and the total number of requests received by the Grants Committee each year.
- d) Funding will be awarded on a one-time basis only with no on-going commitment from the WMAA.
- e) Ultimate responsibility and authority for the policy, including but not limited to interpretation of the policy and responsibility for funding under the policy, lies with the WMAA Board of Directors.

2. APPLICATION

- a) Completed applications (see attached application form) must be submitted to the Grants Committee online, using the form provided.
- b) An applicant should possess and be prepared to provide a clear sense of the purpose and benefit to the respective athletic (alumni) group and to the objectives of the WMAA generally. The objectives of the WMAA are:
 - i. To keep members informed of the status and activities of athletics at the University;
 - ii. To encourage members to support athletic program activities at the University;
 - iii. To support specific athletic projects that would benefit intercollegiate athletics, team members and the University;

- iv. To provide advocacy, support and program advice for the continuing promotion of athletics at the University;
 - v. To contribute to the growth and prestige of the University's athletic programs and traditions;
 - vi. To raise the level of awareness of athletics and to recognize the achievements of the University's athletes past and present;
 - vii. To comply with and enhance the relative objects of the Alumni Association of the University; and
 - viii. To contribute to the growth and expansion of Western Mustangs Athletic Alumni and any of its Chapters.
- c) An applicant should also be prepared to demonstrate the following in the application:
- i. The significance of the event, activity or initiative and its connection to alumni;
 - ii. Satisfactory organization and viability of the event, activity or initiative, including a draft budget (where possible);
 - iii. The uses to which the WMAA funds will be put;
 - iv. The expected number of attendees at the event (If applicable);
 - v. Other sources of funding which have been sought; and
 - vi. Any other factors the applicant feels ought to be considered by the Grants Committee.

3. RELEASE OF FUNDS AND REPORT

- a) Funding will not be released until the Grants Committee receives a report from the organizers
- b) The report must explain how the WMAA funds were used
- c) For events not hosted in partnership with Western Alumni, organizers are asked to provide, to the maximum extent possible, a list of attendees and their contact information. For the information that is being collected, you must ensure that the attendees have provided their consent to share their information with Western Alumni.
Guests must understand that updates to contact information may result in them receiving other communications from Western's University Advancement Office and Mustangs Athletics, unless they have otherwise opted out of such communications. Full information can be found here: https://advancement.uwo.ca/advancement_services/privacy_policy.html
- d) The report must be submitted to the WMAA wmaa@uwo.ca
- e) Once the Grants Committee has reviewed the report and provided the report is sufficient, the funds will be released.



Western Mustangs Athletic Alumni Grant Application Form

Date:

Name and Brief Description of Alumni Chapter:

Name and Title of Contact Person:

E-mail:

Phone:

Description of the Event, Activity or Initiative:

Amount Requested:

How will the WMAA funds be used?

Have other sources of funding for the event/project been sought?

Description of benefits to the Chapter and the WMAA objectives:

Please attach any information relevant to your application (e.g. draft budget).

Significance of event/project to Alumni Chapter:

For Event funding requests:

Date of Event:

Purpose of Event:

Expected number of attendees (including athletic alumni):

Complete and return to:

WMAA c/o
Western University, Department of Alumni Relations
Westminster Hall, Suite 110, London, ON N6A 3K7
wmaa@uwo.ca

Contact Natalie Devereux, at the email address above, with any questions.

Western Mustangs Athletic Alumni Grant Committee Sample Event Report*

TEAM:

EVENT NAME:

DATE OF EVENT:

LOCATION OF EVENT:

NUMBER OF ATTENDEES:

BRIEF SUMMARY OF EVENT:

EXPENSES and REVENUE: Please create your own budget and itemize all expenses and revenue which can be attached to your final report.

Example:

| Item | Budgeted Amount | Actual Amount |
|--------------------------|-----------------|---------------|
| Expenses | | |
| Food and Beverage | \$ xxx | \$ xxx |
| Supplies | \$ xxx | \$ xxx |
| Total Expenses | \$ xxx | \$ xxx |
| Revenue | | |
| WMAA Grant Amount | \$ xxx | \$ xxx |
| Sponsorship | \$ xxx | \$ xxx |
| Tickets | \$ xxx | \$ xxx |
| Total Revenue | \$ xxx | \$ xxx |
| Net Profit / Loss | \$ xxx | \$ xxx |

GUEST INFORMATION - Only requested if this event was not held in partnership with Western Alumni.

**Please reach out to your staff partner at Western Alumni for assistance in completing, if necessary.*

Information to be captured – example only

| Name | Team | Position | Years Played | Email | Phone | I Agree to have my information shared with Western Alumni * (check box) |
|------|------|----------|--------------|-------|-------|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |

*= I consent to Western University updating my alumni record. I understand that updates to my alumni record may result in my receiving other communications from Western's University Advancement Office and Mustangs Athletics, unless I have otherwise opted out of such communications. Full information can be found here: https://advancement.uwo.ca/advancement_services/privacy_policy.html