Ingram Alumni Fund Overview

1. Description of Ingram Scholarship Alumni Fund
2. **Purpose**

The Purpose of the Ingram Alumni Fund is to further the mission of the Ingram Scholarship program by specifically supporting Ingram Scholar and Alumni projects where there is a sustainable benefit for the community and where there are limited funds available for the project. The Fund seeks to facilitate the Ingram Scholar or Alumna/us’ continued involvement with the project by providing the necessary funds to implement or otherwise develop the project.

1. **Frequency of allowable application**

Ingram Scholars or Alumni may submit an application to the Ingram Alumni Fund once per year.

1. **Funding Amount**

Generally, Ingram Scholars or Alumni may request up to $1,500 for launching a project and up to $5,000 in matching funds. However, if an amount above this number can be justified by the project, the application must clearly document the need. Regardless of the amount, funds requested should be justified by the detailed project scope and plan.

**\*Note to Alumni: Fund priority is given to current Ingram Scholar projects.**

1. Criteria for application
2. **Application specifics**
	1. Technical Specifications:
		1. Must include Ingram Alumni Fund Cover sheet
		2. Must not exceed 5 pages, double-spaced, typed 12-point font with 1”margins
		3. Must include project budget that demonstrates where the Alumni Fund support will be used
		4. Must include a description of the role the Ingram Scholar(s) or Alumna/us will take with the project if the Alumni Fund grants the request.
3. **Prior to applying**:
	1. Ingram Scholar or Alumna/us must have demonstrated effort to seek funding from sources other than the Ingram Alumni Fund.
	2. Ingram Scholar or Alumna/us must have a defined project, budget and plan.
4. **Evaluation**
	1. All applications will be reviewed by members of the Ingram Alumni Fund Committee.
	2. Applications will be accepted or denied within one month of application.
5. Reporting

Ingram Scholar or Alumna/us will submit a one page impact report within 12 months of the Alumni Fund award or the date of their graduation from Vanderbilt University, whichever date comes first.

Ingram Alumni Fund Request Outline

Part I. Summary/Abstract

1. In no more than 200 words, provide an overview of the project for which Ingram Alumni Funds are being requested. Include in the description a summary of the issue and the goals and objectives of the project.

Part II. Statement of Need

1. Provide a description of targeted issue
2. Describe historical attempts at solutions to targeted issue
3. Offer supporting data and/or statistics verifying the need
4. Provide summary of other funds sought out

Part III. Operating Plan

1. Provide an outline of the project design. Please include the overall goal of the project.
2. Describe the project structure. Please include specific objectives that support the overall goal and the project timeline.
3. Outline the structure of leadership/volunteers/advisors that are involved in the project.
	1. Describe the role the Ingram Scholar(s) or Alumna/us will take with the project if the Alumni Fund grants the request.
	2. Describe the support that will be offered to the project by non-Ingram volunteers and community members.
	3. Provide the specific responsibilities and roles of those involved in the project.

Part IV. Commitment to Sustainability

1. Describe how the funds will be used to support the sustainability of the project.

Part V. Evaluation Plan

1. Describe the process and project evaluation that will be conducted upon completion.
	1. Include measurable data points and intended evaluation of data.

Part VI. Budget

1. Please outline all project expenses and demonstrate where the Ingram Alumni Fund will be used to support the project.

*If you have questions about these guidelines or the application process, please feel free to contact a member of the Alumni Fund Committee at any time. Contact information may be found on the portal.*

Ingram Alumni Fund Cover Sheet

**Ingram Scholar/Alumna/us Name:**

**Project Name:**

**Project Timeline:**

**Project Budget:**

**Alumni Fund Request:**

**Summary Description: (no more than 200 words)**

**Additional funding requests have been submitted to the following funding sources:**