

Ingram Alumni Fund Application Instructions

I. Description of Ingram Scholarship Alumni Fund

A. Purpose

The Purpose of the Ingram Alumni Fund is to further the mission of the Ingram Scholarship program by supporting Ingram Scholar and Alumni projects where there is a specific 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.

"Sustainable benefit to the community" can be interpreted in two ways:

- 1) Project sustainability, whereby the activities involved in the Scholar's self-initiated project continue beyond the Scholar's direct involvement in the project.

Example: Scholar Jennie wants to work with minority teenagers through a youth development center to get them to think about how they could be problem-solvers in their own community. She uses Alumni Funding to purchase cameras for the teens, and leads them through a three-month curriculum of taking photos of "problems" in their community, and discussing how they might tackle those problems. In the end of the three months, the teens host a public photo gallery, where they share with family, friends, and community leaders their ideas on how to make things better. After Scholar Jennie finishes the project, she leaves the cameras with the youth development center, who is energized about how the teens responded to the project, and they pledge to lead other youth through the curriculum on a semi-annual basis. *The project continues beyond the scholar's involvement.*

- 2) Process sustainability, whereby the project itself is not designed to continue beyond the Scholar's direct involvement, but the Scholar endeavors to introduce processes or concept to an organization or group of beneficiaries that meaningfully impact their work/lives.

Example: Scholar James wants to encourage inter-generational dialogue between residents of a veterans' nursing home and students in a Vietnam War class in an urban high school. James teaches the veterans / students interviewing techniques to learn about each others' lives, challenges, experiential wisdom. James uses Alumni Funding to host a storytelling event at the nursing home, where the story partners share each other's "buddy biography reports" and the group talks about how youth and the elderly might interact more meaningfully in their community. There is no plan for the interviews nor storytelling event to continue beyond James's involvement, although there are some "intangible" effects that James sees lasting beyond his participation. He checks in after the project, and hears that some of the veterans are now guest lecturers at the school, and some students have

started volunteering at the nursing home. *The concept of intergenerational understanding continues beyond James's involvement, even though the interview project didn't.*

B. Frequency of allowable application

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

C. Funding Amount

Generally, Ingram Scholars or Alumni may request up to \$1,500 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.**

II. Criteria for application

A. Prior to applying:

- Applicant must have demonstrated effort to seek funding from sources other than the Ingram Alumni Fund.
- Applicant must have a well-developed plan and budget in place.
- We recommend that the applicant reach out to a committee member prior to applying, which will make the application process faster and smoother.

B. Application guidelines:

- Must include Ingram Alumni Fund Cover sheet.
- Must not exceed 5 pages, double-spaced, typed 12-point font with 1" margins.
- Must include thoughtful responses to all 6 sections of the application.

C. Application process:

- Applications are to be submitted to thomas.davis@vanderbilt.edu.
- Applications will be reviewed by the Ingram Alumni Fund Committee.
- Applications will be accepted or denied within one month of application. During that time, members of the Ingram Alumni Fund Committee may reach out with questions or concerns and ask that applications be revised.

D. Follow up reporting:

Ingram Scholar or Alumni will submit a one page impact report within 1 month of completion of the project. Please be sure to review the evaluation plan you submitted in your approved funding application. To facilitate continuous learning, we prefer that you critically assess the project's implementation and not sugar-coat the results. What went well? What didn't go well? What did you learn and what would you have done differently if implemented again? Remember to interpret the metrics used to evaluate the project. Failure to submit the report on time jeopardizes your ability to apply for future funding.

Depending on your project, a deliverable (e.g. video, technical guide, market assessment) may be a useful supplement to your follow up reporting.

Ingram Alumni Fund Application

Part I. Summary

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 of the project.

Part II. Demonstrated Community Need

- Explain broad issue(s) at play and describe particular community need.
- Offer supporting data to verify need.
- Identify historic attempts at solutions.

Part III. Plan to Make a Meaningful Impact

Lay out detailed project plan, including the following:

- Guiding principles or core values
- Specific measurable goals
- Strategies/tactics to achieve those goals
- Timeline

Part IV. Commitment to Sustainability

- Describe your own role in this project, connecting the issue with your own story and passions—personal background, experience, studies, and profession.
- Identify key partners involved – community organizations, businesses, leaders, volunteers, advisors – and describe their roles and responsibilities in shaping, implementing, and seeing this project through with you.
- Describe how Ingram funds will be used to support the sustainability of your collective efforts over time.
- Be sure to explicitly describe the form of sustainability that you expect to develop.

Part V. Evaluation

Describe the process for measuring outcomes upon completion of this project.

Part VI. Budget

Outline all project expenses and demonstrate where Ingram funds will be used to support the project. Conflicts of interest should be disclosed. To promote creativity and innovation, there are no predetermined absolute funding restrictions. Instead, applications will be evaluated based on the justified merit of the proposal.

If you have questions about these guidelines or the application process, please feel free to contact Alumni Fund Committee co-chair Thomas Davis at any time – thomas.davis@vanderbilt.edu.

Ingram Alumni Fund Cover Sheet

Ingram Scholar or Alumni 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: