

Chapter Grants

At the start of each fiscal year, in July or August, all alumni chapters are invited to apply for an annual chapter grant (*view Chapter Grant Procedures below*). Modest grants provide seed money for emerging chapters to secure a venue or provide refreshments, or for longstanding chapters to innovate on existing programs.

Because grants will be sent to a designated representative of the chapter, alert the [Alumni Relations office](#) promptly when your chapter has a change in leadership, particularly a change in president or treasurer.

Established chapters, with a bank balance exceeding \$3,500, do not qualify for a chapter grant. Emerging chapters are grateful to those thriving chapters for their autonomy and success!

For U.S.-based chapters, grants are issued as checks made out to the chapter or the funds can be wired to the chapter's bank account. To produce a check or to wire funds, the University requires the chapter to be established as a "vendor" in the campus' financial system's database. The chapter must fill out the Vendor Information Form (*view below*) and the Electronic Funds Transfer Form (*view below*) to receive fund by electronic transfer. To do so, the University needs the following information:

- Chapter's Legal Name
- Full Name of Designated Representative of the Chapter (typically the treasurer or president)
- Social Security Number of Designated Representative
- Current Mailing Address of Designated Representative

Once this information is received, the chapter is established as a "vendor," a process that requires approximately two weeks. A payment request can be submitted to the University, prompting the submission of paperwork by a member of the Alumni Relations staff. This results in a check being issued to the chapter, care of the designated representative or fund wired to the chapter's account. This second step can take an additional week or two.

For international chapters, grants may be sent directly to the chapter's bank account or to an individual's bank account by wire transfer. The chapter must fill out the Vendor Information Form, the Electronic Fund Transfer Form (to receive funds by electronic transfer, and the Form W-8BEN. These forms will be sent to the Chapter by the Alumni Relations Office.

Payment Method #1

If funds are sent to the chapter's account, the chapter must provide:

- Beneficiary's address
- Beneficiary's email address
- Bank name (in full; no abbreviations)
- Bank address
- Bank account number
- SWIFT code
- BIC code
- An email from the chapter acknowledging that they want the grant wired to the above-mentioned bank account

Payment Method #2

If funds are sent to an individual's bank account, the chapter or individual must provide:

- A revised grant request, designating the chapter representative, such as the treasurer or president, receive the funds and stating s/he will manage those funds for the chapter
- A UCW-8BEN to be filled out (The information needed on the form is contingent on the individual's tax status)

- Beneficiary's address
- Beneficiary's email address
- Bank name (in full; no abbreviations)
- Bank address
- Bank account number
- SWIFT code
- BIC code
- An email from the chapter acknowledging that they want the grant wired to the above-mentioned bank account