



To: Provosts, Deans, Department Chairs and Faculty of Undergraduate Education

From: The Alumnae of Northwestern University Academic Enrichment Committee

*Please forward this **REQUEST FOR PROPOSALS (RFP)** to all Undergraduate faculty, vice presidents of research and student affairs, and faculty advisors of Northwestern student groups and associations. Application forms are available at <https://forms.gle/gcqm9kF5Dgmvyz7JA> and on The Alumnae website, at <https://www.nualumnae.org/> (click the Monetary Awards & RFPs banner -- see Academic Enrichment section). * **NOTE: a gmail or u.northwestern.edu address is required to sign in and complete the application on Google Forms.***

The Alumnae of Northwestern University is soliciting faculty-sponsored proposals to bring distinguished scholars, speakers and artists to campus for lectures, master classes or performances in the 2023-2024 academic year. The primary goal is to enrich the intellectual and cultural learning experience of undergraduate students and/or the entire University community.

This year more than **\$26,000** of funding is available. It may be awarded in its entirety to support one project or awarded in smaller amounts to several worthy proposals. Many past recipients have combined their grant award with other funding resources. Please see examples below. Proposals must be submitted by **11:55 p.m. CST on Saturday, April 1, 2023.**

APPLICATION PROCESS

The Academic Enrichment Committee of The Alumnae of Northwestern University manages the application and selection process. Proposals should be no more than 500 words, in addition to the application form and must include:

- A project description, including a line-item budget.

- An estimate of the number of undergraduates who would be impacted by the project.
- An explanation of how the project would enrich undergraduate education.
- A statement indicating whether partial funding will be acceptable; if so, include a list of additional funding sources.
- A statement describing how this award from The Alumnae of Northwestern University would be acknowledged or publicized throughout the life of the project.

Proposals that do not include all information requested above will not be considered.

Funds will be processed through the University's accounting office; processing the grant shall conform to the University's policies and procedures. Northwestern chartstring numbers for transferring funds must be provided. Please note that this grant is not subject to the University's development fee.

EXPECTATIONS OF GRANT RECIPIENTS

Grant recipients must submit a one-page final report to the Academic Enrichment Committee, with a copy to their dean or director within six weeks of the event. The report should describe:

- How the funds were used;
- How the recipient accomplished the goals of the grant;
- What impact the grant had on the recipient's program.

Recipients must provide evidence for utilized funds and return unused funding to The Alumnae of Northwestern University. (Future applications from a prior grant recipient will not be reviewed if the final report has not been received.)

Recipients will be required to acknowledge funding from The Alumnae of Northwestern University, whether full or partial, on all communication and promotional materials created for the event, including print and online. An Alumnae logo is available upon request.

Grant funds must be used by August 31, 2024. If the proposed event cannot be completed within the proposed time period, the grant recipient must receive prior approval from the Academic Enrichment Committee before proceeding. If you cannot meet the deadline, contact the Academic Enrichment Committee for further input.

PROPOSAL DEADLINE

Proposal submissions must be submitted online only **no later than 11:55 p.m. CST on Saturday, April 1, 2023**. Applications sent via USPS or campus mail or received after that date will not be considered.

For questions, contact Judy Moore, Academic Enrichment Committee Chair, at jkm4182@gmail.com.

Successful Academic Enrichment Grant applicants will be notified by June 1, 2023.

EXAMPLES OF RECENT ACADEMIC ENRICHMENT GRANT RECIPIENTS

- Weinberg College's October 2022, "Indigenous Periodicals & Poetry Symposium," was a collaborative, multidisciplinary project that brought Indigenous poets and translators together with leading Native Studies scholars for a day of presentations and discussions about the "Muzzeniegun," the first Indigenous-edited literary magazine that dates back to 1826-1827.
- The Center for Interdisciplinary Exploration and Research in Astrophysics (CIERA) Annual Public Lecture, scheduled for fall 2023, will feature a talk by a leader in the field of astronomy.
- The Block Museum's series of "Artist Talks" and engagement activities will align with the Block's curriculum-focused collections and winter and spring 2023 exhibitions.
- The second edition of McCormick School of Engineering's daylong spring 2023, "Northwestern Sustainability Lecture Series," will focus on discussions by world-renowned experts on energy, climate, the environment and urban transformations.

THE ALUMNAE OF NORTHWESTERN UNIVERSITY

The Alumnae of Northwestern University is an all-volunteer organization of women that raises funds for a wide range of projects to benefit Northwestern University while sharing the University's academic resources with the community through its Continuing Education program. Founded in 1916, The Alumnae has given more than \$9.5 million to the University in the form of grants, fellowships, scholarships, summer internships and endowed professorships.

The Alumnae's Academic Enrichment Grant is funded by an endowment established in 1991 in honor of The Alumnae of Northwestern University's 75th Anniversary. For more information, visit The Alumnae website at www.nualumnae.org.