



Each year, the McGill Alumni Association (MAA) disburses funds to eligible regional branches and groups for engagement purposes. McGill’s fiscal year (May 1 to April 30) has been divided into four application periods to allow for a staggered disbursement of funds. The total available funds may vary based on the number of applications received, but approved disbursements stand at CAD\$1,000 for regions with 500+ verified alumni and CAD\$250 for regions with fewer than 500 verified alumni. This document outlines the objectives, guidelines and process for requesting funds.

OBJECTIVES

Regional branches and groups are required to self-finance their events and activities. While McGill’s Alumni Relations unit provides logistical, promotional and regulatory guidance and support, the MAA’s Alumni Communities Funding (ACF) program provides volunteers with modest financial support to help offset expenses for engagement opportunities that align with the mission of the MAA: To enable McGill alumni the opportunity to maintain their contact with the University and each other for their shared benefit and for the continuing vital support and advancement of McGill.

Regional branches and groups are encouraged to build and strengthen our global alumni communities through a variety of program offerings that appeals to existing members while attracting newer alumni. Types of events that are encouraged include:

- Academic events featuring researchers or other dignitaries from McGill traveling to your region, alumni specialists based in your region, or other notable speakers of interest to McGillians.
- Networking events where established alumni are introduced to recent alumni in your region, or where alumni from a particular industry, discipline or identity-based group are invited to gather.
- Cultural events around the fine or performing arts, or other outings that allow alumni to “become tourists” in their hometown.
- Social events that bring alumni together around a seasonal theme or significant date.
- Service events where a team of McGillians participate in a local volunteer activity, e.g., shoreline clean-up, tree-planting, etc.

Newer or smaller groups with fewer financial resources will do well to develop lower cost events in open or free venues, such as parks or cafés, or in alumni-owned or managed locales or offices. More established or larger groups will want to benefit from ticketed events, where revenues cover event costs.

The MAA is committed to ensuring equity, diversity and inclusion and representation from all cultural communities, genders, ages, academic profiles, and career paths, as well as those with different abilities, in its various actions and activities. Activities should be varied, relevant and inclusive in order to appeal to different ages, interests and affiliations.



GUIDELINES

The ACF Committee of the MAA reviews and assesses each application. All applicants will be informed, in writing, of the decision regarding their application within two weeks of the committee's decision. Applying does not automatically guarantee that funds will be granted. Only completed applications will be considered. Complete the **online application** no later than the posted deadline date for the quarter.

- Budget planning is an essential step in event development; any shortfalls after ticket revenues and ACF funding cannot be reimbursed.
- Funding applications must include an estimated budget at the time of submission detailing all associated costs, as well as a description of target audience and estimated attendance.
- Funding does not replace ticket revenues, but can offset expenses, or be used to enhance an event. Funding cannot be used to purchase alcohol.
- Retroactive, late, or incomplete applications will not be considered.
- Funding requests are not guaranteed to receive funds and the amount awarded will be based on available funding and the number of applications received each quarter.
- Applications received and approved for one event in one quarter are not transferrable to another event in the same or future quarter; if an event is withdrawn, the application is considered rescinded.
- MAA volunteers are required to send contracts and event-related documents to their Alumni Relations contact. Volunteers do not have the authority to sign contracts in the name of the MAA or the University. Alumni Relations staff will confirm the viability of contractual arrangements and ensure that deposits and payments are made via approved McGill channels, according to schedule.
- A Post-Event Summary Report is required after all funded events, together with final attendance lists, photos and any receipts for expenses incurred for payment or reimbursement. This report must be sent to your Alumni Relations contact within 10 business days of the event; the sooner the report is received, the sooner expense reimbursements will be processed.

Funding Restrictions

The following funding requests will not be considered, i.e., programs or events:

- That are either in progress or in the past.
- Where budgets are unclear.
- Where inclusivity is compromised, for example:
 - Limited access to those with various ability needs;



- Limited access to alcohol-free refreshments or venues;
- Cost prohibitive for recent graduates, or alumni with families.
- That support political agendas or campaigns.
- That fundraise for non-McGill causes.

PROCESS

The disbursement of funds through the MAA's ACF Program is determined by McGill's financial policies and procedures. The Alumni Relations contact will coordinate payment of deposits and balances to venues upon receipt of contracts, invoices and/or other eligible event receipts.

Volunteers are strongly discouraged from making payments using their personal credit card or other means of personal payment. If a personal payment is unavoidable, volunteers should have the expense pre-approved by the Alumni Relations contact to ensure the expense meets McGill's reimbursement criteria. Reimbursements for personal payments are processed within 6-8 weeks of receipt of the duly completed [Visitor Claimant Form](#).

The Visitor Claimant Form must include original receipts or invoices marked "Paid in Full" delivered electronically within 10 business days of the event or activity. If receipts or invoices do not include "Paid in Full" evidence, another proof of payment may be required, such as a credit card statement. Cash payments must also be clearly identified.

Electronic receipts must contain the following details:

- Vendor's name and applicable tax registration number(s).
- Full name and mailing address of the payee.
- Itemized list of goods or services, quantities, prices, and delivery date(s).
- Invoice and/or reference number.
- Full amount paid and proof of payment.