Alumni Student Grants Application Checklist:

☐ **Talk to your group advisor** to let them know of your plans and get their advice

☐ **Make sure you have your group's Cost Center and/or Internal Order Number** – Talk with your group's treasurer, your account administrator, or your student life office if you don't know what that is. This number is necessary so that we can transfer funds to you if you are awarded a grant.

☐ Use the provided budget template for your line item budget – **this is something our judges always look for**

☐ Think about how your project aligns with the **mission statement** here.

☐ Make sure you have a realistic timeline and description of your project/event ready

☐ **Download a copy of the application questions** provided beforehand to see if there is anything you're missing

☐ **Submit your application as early as possible** – we limit the number of applicants to 150