



Alpha Omega Epsilon National Foundation, Inc. Grant Recipient Policy

The grant recipient must sign and return a copy of the Grant Recipient Agreement prior to receiving a disbursement of funds from the Foundation.

The agreement is intended to:

- Ensure that the allocated funds are used appropriately by the recipient
- Make the recipient aware that the Foundation will publicize grant recipients and projects to encourage private and corporate donors to make gifts to the Foundation as well as to recognize the efforts of the recipient and the Foundation in supporting the development of women in engineering and technical sciences.

The Grant Recipient Agreement contains the following terms:

- The grant recipient must write a thank you letter to the Foundation that acknowledges the award prior to receiving a disbursement of funds.
- The grant recipient confirms his/her awareness that Alpha Omega Epsilon National Foundation is a non-profit organization under the US Federal code 501 (c) (3). This code requires that funds disbursed by the Foundation be used within accordance of US law and within the bounds of the mission of the Foundation as stated *“Provide educational opportunities to women in engineering and technical sciences that enhance personal, professional, and academic development.”*
- The grant recipient must agree that the funds will be used only for the project and purpose described in the approved grant proposal. Any events sponsored by the Alpha Omega Epsilon National Foundation shall not have alcohol present. Should the recipient not complete the project described in the proposal within twelve months, the recipient must return the money to the Foundation in full.
- The grant recipient must submit a follow-up report of the project within 30 days of project completion. This report shall describe the project and detail how the funds were spent. The recipient shall provide proof that project was completed either via receipts or a photograph of the event.
- The grant recipient must agree to allow the Alpha Omega Epsilon National Foundation to publicize the disbursement of funds to the grant recipient and publicize the funded project without prior notification to the recipient. The grant proposal and any other documentation submitted to the Foundation may be used as well as independently gathered information about the project. This includes, but is not restricted to, publication of the recipient and project in the Alpha Omega Epsilon National Foundation Donor Newsletter, Annual Fund and Corporate Sponsorship campaign letters and brochures; The AΩE Angle; Alpha Omega Epsilon chapter newsletters; and the Alpha Omega Epsilon Sorority website.