



THE ARTS & SCIENCE UNDERGRADUATE SOCIETY

OF QUEEN'S UNIVERSITY

ASUS GRANTS APPLICATION 2012

THIS GRANT IS FOR ON-CAMPUS GROUPS OR CLUBS. INDIVIDUALS MAY APPLY TO THE STUDENT INITIATIVE FUND. ASUS GROUPS MAY ALSO APPLY TO THE SPECIAL PROJECT FUND.

Thank you for your interest in the ASUS Grants. These funds are made available to on-campus groups or clubs that demonstrate financial need for activities that benefit the students of Arts and Science. This year \$1000 per semester is available for one or more groups. If you have any questions concerning the ASUS Grants, please contact Duncan Peterson, Vice-President, at 613-533-6258 or vp@asus.queensu.ca

A COMPLETE APPLICATION INCLUDES **THIS COMPLETED FORM & A PROPOSAL**.

APPLICATIONS ARE DUE **FRIDAY, FEBRUARY 10th AT 4PM** AND SHOULD BE DROPPED OFF IN THE "VICE-PRESIDENT" MAILBOX, OR HANDED IN TO THE RECEPTIONIST ON THE FIRST FLOOR OF THE ASUS CORE, 183 UNIVERSITY AVE. APPLICANTS WILL BE NOTIFIED BY **FRIDAY, FEBRUARY 17th AT 4PM** AND MUST BE PRESENT AT ASUS ASSEMBLY ON **THURSDAY, MARCH 1st AT 7PM**

NAME OF ORGANIZATION: _____
MAILING ADDRESS: _____
NAME OF REPRESENTATIVE: _____ YEAR/PROGRAM: _____
QUEEN'S EMAIL: _____ PHONE #: _____
AMOUNT REQUESTED: \$ _____ DATE REQUIRED: _____
HAS YOUR GROUP REQUESTED MONEY FROM ASUS IN THE PAST? Y / N
IF YES, DID YOU RECEIVE A GRANT? Y / N WHEN? _____ AMOUNT: \$ _____
HOW DID YOU HEAR ABOUT THE ASUS GRANTS? _____

PROPOSAL:

You must submit a proposal outlining the following:

- Description and purpose of project, organization, event
- Copy of the organization's Constitution/Policy
- Justification for grant amount requested
- How does/would your work benefit the Arts and Science student community
- Other sources of funding – both present and potential; please include amounts
- Copy of budget, detailing projected expenses
- Any other relevant information

CONDITIONS:

1. You shall be available to the ASUS Grants Committee over the weekend of February 11-12, if necessary, and be present at ASUS Assembly on Thursday, March 1st at 7pm.
2. You shall present a comprehensive account of the expenditures and make a presentation to ASUS Assembly concerning your event/activity after the use of the funds received.
3. Any improper use of the money except as specified by the ASUS Grants Committee shall result in a reimbursement of the full amount to ASUS.