



THE ARTS & SCIENCE UNDERGRADUATE SOCIETY

OF QUEEN'S UNIVERSITY

SPECIAL PROJECT FUND APPLICATION 2012

THIS FUND IS FOR ASUS GROUPS AND COMMITTEES. OTHER ON-CAMPUS GROUPS SHOULD APPLY TO THE ASUS GRANT. INDIVIDUALS SHOULD APPLY TO THE STUDENT INITIATIVE FUND.

Thank you for your interest in the ASUS Special Project Fund (SPF). These funds are made available to ASUS groups and committees that demonstrate financial need for a new initiative that benefits the Society. This year \$1000 per semester is available for one or more groups and/or committees. If you have any questions concerning the SPF, 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 APPLICANT: _____

QUEEN'S EMAIL: _____ **PHONE #:** _____

MAILING ADDRESS: _____

AMOUNT REQUESTED: \$ _____ **DATE REQUIRED:** _____

HOW DID YOU HEAR ABOUT THE ASUS SPF?: _____

PROPOSAL:

In order to be considered you must submit a proposal outlining the following:

- Description and purpose of project, event, activity which you are running
- How this project, event, or activity is a new and beneficial initiative for ASUS
- Justification for grant amount requested
- 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 SPF Committee over the weekend of February 11th to the 12th, 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 SPF Committee shall result in a reimbursement of the full amount to ASUS.