

AMS MyIsabel Grant *Application*

For more information contact Alexander Birt, AMS Campus Activities Commissioner, at
campus.activities@ams.queensu.ca

Please **complete and submit** this application sheet to either the AMS Front Desk or
campus.activities@ams.queensu.ca *including* complete answers to the questions on
the reverse of this page. Applications are due July 15th at 5:00pm.

APPLICANT INFORMATION			
Applicant name(s):	<i>(If multiple, please specify primary contact)</i>		
Group you are associated with, if any:			
Primary contact phone		Primary contact	

ELIGIBILITY & CRITERIA
<p>Eligibility</p> <ol style="list-style-type: none"> 1. Priority will be given to events that are innovative, likely to engage students and enrich the quality and diversity of campus life. 2. Recipients must be AMS members and the event and event related activities shall be non-profit

TERMS & CONDITIONS
<p><i>Funding/Venue Services:</i></p> <p>The MyIsabel Grant was created in partnership with the IBCPA. The IBCPA agrees to provide the following under the specified conditions:</p> <ol style="list-style-type: none"> 1. The IBCPA agrees to provide two usages of the lobby, and two usages of the concert hall per academic term (fall and winter) for a 4-hour call free of charge, with dates to be organized based on availability. It is understood that October, November, February and March periods typically have low availability. 2. The applicants successful in securing venue services are responsible for all other event costs, including but not limited to; the Front of House, Back of House, Food and Beverage, Stucons, Artistic, Marketing, Ticketing, Insurance and Production costs, and for the generation of ticket sales and fundraising costs.

CONTRACT & PAYMENT

Contract and Payment

1. Booking will be based on the availability of the Isabel Bader Centre for the Performing Arts
2. The IBCPA agrees to not charge rent for the 4 granted uses as specified in the Funding/Venue Services section above
3. The IBCPA will meet with successful grant applicants to provide cost estimations for their event based on the group's needs and event specifications
4. When the successful grant applicant has approved the cost estimate, the IBCPA will create a contract with the group so that all expectations and responsibilities are clearly delineated
5. It is understood that it is the responsibility of the successful grant applicant to do its own marketing and financing of the event, and that they are responsible for covering any financial losses of the event due to circumstances such as lower than expected attendance and ticket sales.

Applications are to be submitted to the AMS Front Desk in the JDUC or by email at campus.activities@ams.queensu.ca

APPLICATION QUESTIONS

Please answer the following questions in full and attach to your application:

1. What event/idea/project do you want to run? Please include your proposed **name**, **location**, **date**, and **time** for it, and a **detailed description**.
2. Who will organize and execute the event/idea/project?
3. How will this event/idea/project serve the interests of the student community and contribute to campus life?
4. What grant space are you requesting? Lobby or Concert Hall?
5. If you have requested or received funding for this event/idea/project from any non-AMS sources, please list them.
6. Please attach an expected draft budget for your event and details as to how you plan to raise the required funds.



FOR MYISABEL GRANTS COMMITTEE USE ONLY

Grant given?	Amount	Date
YES <input type="checkbox"/> NO <input type="checkbox"/>		