



Special Projects Grants Application



Contact: Carolyn Thompson, Vice-President University Affairs at vpua@ams.queensu.ca

Special Projects are defined as projects submitted by Queen's students and/or Queen's student organizations that satisfy the criteria listed below, and that demonstrate a genuine benefit to the Queen's and Kingston community. Projects may also be one-time non-recurring internal AMS projects (i.e. to fund a service, office or commission initiative) which have not been accounted for in the normal budgeting of that specific service, office or commission. Priority shall be given to non-AMS projects, but AMS internal projects as specified above are eligible to apply. Special Projects Grants fall under the direct jurisdiction and discretion of the AMS Board of Directors.

Eligibility

Please complete the information sheet and answer all of the specified questions. Incomplete applications constitute a basis for rejection.

Required

1. Queen's students must play major roles in the organization and operation of the activity.
2. Applicant and/or group must show satisfactory evidence of external/public credibility and have an adequate organizational structure. This will include evidence of financial plans and controls.
3. Applicant organizations must be non-profit. Applicants must ensure that funding is applied to the approved project or be returned to the AMS Board of Directors Special Projects Fund.
4. Applicants must demonstrate financial need.
5. Applicants must provide evidence of efforts to obtain assistance from other sources.

Desirables

1. Although activities targeted outside of the University community will be considered, activities which show the greatest benefit to students will be favoured.
2. The intent of the AMS is to provide seed-funding without any ongoing commitment (presumed or otherwise) to applicants. Projects which have received funding in the recent past which are not experiencing any significant changes will not be favoured. Furthermore, applications that request funds for student participation fees (registration fees, travel expenses, etc.) will not be favoured.
3. Evidence of confirmed partial funding will be viewed more favourably as would those which are part of matching grant proposal.
4. Applications should indicate how the proposed activity or project is in keeping with the AMS Special Projects Fund's objectives.
5. Applications will be favoured which intend to maintain or improve the quality of life in the University and Kingston community.

Terms and Conditions

1. Applicants must notify the Committee if they receive additional funding from another source.
2. Applicants must ensure that funding is applied to the approved project or be returned to the AMS Board of Directors Special Projects Fund. Applicants must provide receipts if requested.
3. Applicants must be prepared to provide public recognition of the assistance provided by the AMS if requested to do so.
4. Applicants must agree to be bound by the Queen's Code of Conduct.

APPLICATION DEADLINE

Monday March 1, 2017 (4pm) at

By email to vpua@ams.queensu.ca



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GROUP INFORMATION

Name of Applicant Group:	
Number of Members:	
Number of Queen's student members:	
Total amount (\$) requested:	

CONTACT INFORMATION

Name of Contact Person:	
Position of Contact Person:	
Email	
Mailing Address	
Telephone	

APPLICATION QUESTIONS

Please answer the following questions on a separate sheet of paper and attach it to your application. Applications that are incomplete will not be processed, but will be returned for completion.

1. Describe your organization and its structure. Describe what role Queen's students will play within the organization or demonstrate the ways in which the organization is affiliated with Queen's University.
2. Describe, in detail, the initiative(s) you are requesting funds for. Include information about the project timeline and who is leading the project, particularly if the project extends beyond April 30th, 2017.
3. What is the purpose of the proposed activity? Who is your target market?
4. What benefits does this project provide to the Queen's and Kingston community?
5. How much money are you requesting? Attach a budget and a timeline setting out estimated total revenues and expenditures for your proposal with your application and your organization's budget for the full fiscal year.
6. What other sources have you approached for funding and what commitments have you been given? You are required to advise the selection committee of any other financial commitments or donations received before this application has been processed.

STATEMENT BY APPLICANT

"I hereby declare that the foregoing information is true and complete to the best of my knowledge. In addition, I authorize the hiring committee to verify the information presented here. I commit to providing the selection committee with any new information that becomes available during the application process."

Name:	Position:
Signature:	Date: