Accessibility Queen's Grants
Application

Please complete the information sheet attached, answer the specified questions, and attach a copy of your constitution/governing documents

Eligibility for Application Approval

Required

- Applicants must show, using qualitative or quantitative evidence or justification, that the project will improve accessibility at Queen's and that the project is not required to be done by law by the organization.

- 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.

- Applicant organizations must be non-profit and they must not already receive operational funding from the AMS for the event/activity under consideration.

- Applicants must ensure that funding is applied to the approved project or be returned to the Accessibility Queen's Fund. The project description must include a structure plan and schedule.

- Applicants must demonstrate financial need and must provide a cost-effective budget for the proposed project

- Applicants must provide evidence of efforts to obtain assistance from other sources.

- Applicants must be prepared to provide public recognition of the assistance provided by the AMS if requested to do so.

- Applicants must agree to be bound by the Queen's Code of Conduct.

Preferred Selection

- Although activities targeted outside of the University community will be considered, activities which show the greatest benefit to students will be favoured.

- Although non-students may apply for the grant, preference will be given to student initiatives.

- 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.

- Evidence of confirmed partial funding will be viewed more favourably as would those which are part of matching grant proposal.

GROUP INFORMATION			
Name of Applicant Group			
Number of Members			
Name of Contact Person		Telephone #	
Contact's Position in Group		Email	

APPLICATION QUESTIONS

Please answer the following questions in full and attach to the application package.

1. Tell us what you are requesting funds for and why you feel it meets the needs of the Queen's Community Please provide detailed justification for the project.

2. How does your project/organization improve accessibility for students at Queen's University? What is the purpose of the proposed activity? Who is your target audience?

3. Please provide a detailed schedule and structure, including key milestones, for your proposed project.

4. Describe your organization and its structure. Tell us what role Queen's students play within the organization, and demonstrate its affiliation with Queen's University.

5. How much money are you requesting? Attach a detailed budget and a timeline setting out estimated total revenues and expenditures for your proposal with your application.

6. What other sources have you approached for funding and what commitments have you been given? Will you undertake to advise us if you receive other commitments before this application has been processed? Is your organization obligated to complete this project by law?

7. Has your organization and/or project received funding from the AMS previously? Is so, please indicate when, why and how much.

8. Do you agree to produce a detailed report within four months of receipt of funding? If not, please specify on what time line you could report. If for any reason the funding is not used for the approved purpose do you agree to return the money to the AMS Accessibility Grant Fund?

FOR ACCESSIBILITY QUEEN'S COMMITTEE USE ONLY			
Application Accepted?	YES ☐ NO ☐	Date	