



Clubs Experience Grant Fall 2018

*Please submit this form by **4:00 PM** on **Tuesday October 2nd, 2018**. Any applications that are physically submitted, handwritten, or submitted after the deadline are incomplete and will not be accepted. Submit form to the Director of Clubs, Regina Codera, at clubs@ams.queensu.ca*

Club Name:

Club Preferred Email:

Club Representative Completing the Form:

Grant Proposal Questions

In your Clubs Grant proposal, please elaborate on the following questions and attach the answers to your application.

(1) Please describe in detail the initiative or event that you are planning to fund with the Fall Clubs Grant. *Note: Please do not describe other events your club hosts.*

(2) Please provide the exact amount your club is requesting and a comprehensive breakdown of what expense this grant will cover. *Note: You must provide a numerical amount and a detailed breakdown of that amount. Requests such as "as much as possible" or "see budget" are incomplete and will not be accepted.*

Example:

Requesting: \$670.00

Budget Breakdown:

Items	Description	Estimated Cost
Room Booking	Booking of banquet hall through Queen's Event Services	\$300.00 quote

Posters	Printing through P&CC	\$20.00
Tables & Chairs	For seating at the event	\$150.00 quote
Keynote Speaker Fee	Joe Smith to speak at event from XXXXX Company	\$100.00
Decor	Balloons and streamers for event	\$100.00
	Total	\$670.00

(3) Does your club receive an opt-out student fee? If yes, how much are you anticipating on receiving for the 2018-2019 school year?

(4) Does your club have plans to raise funds for this event or initiative through fundraising? If yes, how much are you anticipating to raise?

(5) Do you plan on acquiring sponsors/sponsorship for this event? If yes, how much are you anticipating to acquire? (Please include both monetary and in kind sponsorship).

(6) Please include any additional comments that you would like to share with the Grants Review Committee below:

(7) Please complete the following:

By signing this form I, _____(your name)_____, acknowledge that the information provided in this application is accurate. Furthermore, I understand that I must utilize the funds within this granting period (September 1, 2018 – December 31, 2018) and submit a receipt to the Clubs Office within 30 days of purchase with the clubs grant funding. Failure to do so will result in the withholding of any grant money allocated in future to my club.

Print your name on the line above

Date