**Special Appropriations Application**

ASSOCIATED STUDENTS OF THE UNIVERSITY OF WASHINGTON | FINANCE & BUDGET COMMITTEE

**Instructions**

1) Fill out the form & submit it, along with your Itemized Event Budget, to your SAO advisor.

2) Make an appointment with your SAO Advisor.

3) Present your application to the ASUW Finance & Budget Committee.

4) Once approved, use the ASUW logo on the publicity materials for your event.

5) Run your event! Announce ASUW as a supporter of your event.

6) Send an event narrative and photos to the ASUW Finance and Budget Director (asuwfb@uw.edu) within two weeks of the date of your event. Submit digital copies of your promotional materials with ASUW logo.

**Questions? Contact the ASUW Finance and Budget Director at aswufb@uw.edu.**

**Please plan for at least one month of time between submitting your application and receiving an invitation to present your request to the ASUW Finance & Budget Committee.**

**Applicants are strongly encouraged to submit their applications in Autumn or Winter quarter. Funding may be exhausted before the Committee is able to process Spring quarter application.**

**Funding Request & Event Budget**

**REQUIRED:**

**Attach a budget spreadsheet in Excel, Word, or PDF format listing all expenses for this event, whether estimated or confirmed. Attach most current quotes and estimates from vendors.**

|  |  |
| --- | --- |
| **Total Requested from ASUW** |  |

**RSO Information**

|  |  |
| --- | --- |
| Sponsoring RSO |        |
| Primary Contact Name |       |
| Primary Contact’s UW Email |       |
| SAO Advisor & Email Address |       |

**Briefly describe your organization’s mission and goals.**

**Describe student membership within your organization.**

**Has your RSO applied to GPSS for funding**? [ ]  YES [ ]  NO

If YES, please provide the following information:

|  |  |
| --- | --- |
| Date of Application |       |
| Date of Scheduled Funding Meeting  |       |
| Amount Funded (if applicable) |       |

**Event Information**

|  |  |
| --- | --- |
| Name of Event |       |
| Date and Time of Event |       |
| Location of Event |       |

**Please describe the event.**

**What are your organization’s goals for this event?**

**How will your event benefit students of the University of Washington?**

**How do you plan to advertise and promote this event to the community, and University of Washington specifically?**

**Has your group presented this program in the past?** [ ]  YES [ ]  NO

If YES, please answer the following:

|  |  |
| --- | --- |
| **Number of attendees at past events** |       |
| **UW Student Attendance**  |       |
| **Methods for determining attendance** |       |

**Anticipated Audience**

Who is your primary audience for this event?

What is the expected attendance at your event?

|  |  |  |
| --- | --- | --- |
|  | **# of people** | **% of total** |
| **Undergraduate** |  |  |
| **Graduate and Professional** |  |  |
| **Non-UW** |  |  |
| **Total** |  0 |  |

**Funding Requested & Event Budget**

**REQUIRED:**

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|  |  |
| --- | --- |
| **Total Requested from ASUW** |  |

**Co-Sponsorships**

Please list other sponsors from whom you have requested financial contribution for this event.

|  |  |  |
| --- | --- | --- |
| **Sponsor** | **Requested** | **Confirmed** |
|       |       |       |
|       |       |       |
|       |       |       |
| Total | $0.00 | $0.00 |

**Conditions of Funding**

Are you willing to agree to the following conditions in order to receive ASUW funding?

Announce ASUW as a funder of your event: [ ]

Admit at least one member of the ASUW Finance & Budget Committee to your event, free of charge: [ ]

Include ASUW logo in all event promotional materials: [ ]

**[For Committee Use Only]**

|  |  |  |
| --- | --- | --- |
| **Date Received** | **Amount Approved** | **Date Approved** |
|  |  |  |