**AIS Grant Application Form 2016-2017 (Updated)**

Official name(s) of student organization(s)/ Individual’s name:

Name of event:

Date of event:

Starting time of event:

Ending time of event:

Name of event building:

Name or number of room:

**CONTACT PERSON OF ORGANIZATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Official position in organization | Cell phone number | WiscMail address |
| Primary contact |  |  |  |  |
| Secondary contact |  |  |  |  |

**ELIGIBILITY FOR GRANT**

AIS can only fund organizations that meet one of the following criteria:

|  |  |
| --- | --- |
| Eligibility criteria | Mark “X” next to ONE box |
| Your RSO has already received an ASM Event Grant for an event this semester |  |
| Your RSO has already applied for an ASM Event Grant for an event this semester and is on the waiting list for an ASM hearing |  |
| Your RSO seeks funding ONLY for something ASM cannot fund (e.g. food) |  |
| ASM is out of funds for the academic year |  |

**If you marked X for the second option, please state the date of your hearing:**

**Please remember to forward us the results of the hearing at the soonest occasion or we cannot process your application.**

**EVENT DESCRIPTION**

These sections require information that will be critical to AIS’s decision on your application. Please be as detailed and specific as possible.

1. **Please describe the event. Include your reasons for holding it, your goals for it, and what the proceedings will be like.**
2. **Please provide the agenda and timeline for the event.**
3. **How will the event contribute to the cultural diversity of the campus?**
4. **Please describe your primary audience.**
5. **How many participants do you expect will attend?**
6. **Was this event held in the past? If you answer YES, please provide the number of UW attendees.**
7. **What will you do to publicize and promote your event? Include a timeline for your publicity plan.**

**Please remember that events funded by AIS must be open to all UW students, so you must take active steps to attract the entire campus community.**

**Please attach the event link below. (Could be a Facebook page, or any sort of webpage).**

1. **Is the event free admission to public? (If violated, you will not expect to receive any funds from AIS for a whole academic year).**
2. **Is your event open to non-UW people?**
3. **If you answered YES to the previous question, please note that an event that is open to the public must be co-sponsored by a University department.**

**(Guidelines for student organization and department: https://win.wisc.edu/organization/fundingcollaborative/DocumentLibrary/View/76743)**

**State the name of that department.**

1. **What steps will you take to ensure your event is accessible to all segments of the student population?**

**BUDGET DETAILS**

Please provide a budget for the event.

You must complete the entire row of boxes of any category for which you are requesting funding.

If you are requesting funding for food, you must use a vendor with a valid Certificate of Insurance with UW Risk Management. To ensure your vendor meets this criterion, search its name here: http://riskinfo.bussvc.wisc.edu/Certs/VendorName.aspx

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Category | Description of item | Total quantity | Unit price | Total cost | Other costs (e.g. delivery fee) | Name of vendor | Contact details of vendor  (phone number, email address, webpage) | Other sources of funding (e.g. ASM) and total amount provided by them | Requested funding from AIS |
| Food & beverages |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |
| Printing |  |  |  |  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Supplies |  |  |  |  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Gift & awards |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Transportation |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Space & equipment rental |  |  |  |  |  |  |  |  |  |
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|  |  |
| --- | --- |
| Budget Summary | |
| Total Expenses |  |
| Total Amount Requested from AIS |  |

If you are requesting that the vendor delivers any items (such as food and heavy equipment) to your event location, please complete the following table for ALL items applicable:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Description of item | Total quantity | Total cost | Name of vendor | Time of delivery | Any notes about  the delivery |
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If you are requesting items to be purchased from online vendors, please complete the following table for ALL items applicable:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Description of item | Total quantity | Total cost | Shipping fee | URL of item | Estimated number of business days before arrival |
|  |  |  |  |  |  |
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If you require disposable tableware or cutlery for the event, we can provide a limited amount free of charge. Please complete the following table:

|  |  |
| --- | --- |
| Description of item | Total quantity |
|  |  |
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|  |  |
|  |  |