



How to Complete a Grant Proposal Request

The Associated Student Organization (ASO) proudly conducts many student activities, programs, events, and supports clubs on campus and highly encourages student participation in all areas on campus. We request that all parties requesting monies look for additional funding sources such as fundraisers, other supporters, etc. Most likely the ASO grant may cover a partial or entire amount of the requested financial need.

The following qualifications must be met in order to receive funding:

Criteria

- The funds must provide a direct student benefit, which must be clearly outlined on the Request Form.
- AVC Administrator(s) or club advisor must approve the event/project.
- Applicants must publicly acknowledge ASO's support (e.g. a banner saying "Brought to you by ASO", with the ASO logo printed on literature, etc.)
- Club, group, program, or individual applicant must promote the ASO stickers at their event/program. (Travel trips excluded).

Timeframe

- Applications Deadline: 4 weeks prior to the proposed event/program
- Decisions Made: The next scheduled ASO meeting after applications are submitted. (generally one week later)
- Funds Awarded: Upon approval of ASO minutes (generally one week later)
ASO will contact the applicant/recipient, in writing, directly upon approval

Conditions

- A STUDENT must present the Grant Proposal to the ASO executive council during a regular or special agenda meeting. If no student is present to present the request, the grant proposal will be rejected.
- The club/ group/ team requesting a grant must commit to participate in an ASO/ SAC sponsored event (i.e. Homecoming activities, ticket booth, etc).

Directions

1. Fully complete the Grant Request Proposal Form
2. Compose and attach Detail Report to Grant Request Proposal Form
3. Submit paperwork promptly to ASO — Minimum of 2 weeks prior to event/project

Additional information

Even if all criteria are fully met, funds are not guaranteed. ASO reserves final discretion to grant awards. Awarded funds shall not be used for salaries or stipends. Awards are based on availability of funds in the ASO budget. If any organization does not fully use their funding, the remainder must be returned directly to ASO.