



# Club Initiative Application Form 2024-25

The Initiative Fund is made available to Clubs in order to facilitate initiatives that may require financial assistance. Funds may be awarded for a one-time event, a series of events, or for Club resources toward a given project. Collaborative applications are encouraged and only one application form may be submitted per project.

## Selection Criteria:

The Budget Review Committee will consider awarding funds to Clubs based on the following:

- feasibility;
- alignment with Club purpose;
- benefit to students;
- financial need; and
- previous Club history and standing

The Budget Review Committee will evaluate each application based on merit, the degree to which the proposed activity directly meets the above selection criteria, and details of the application. At minimum, an application should broadly answer Who, What, Where, When, Why, and How?

After reviewing this application, the committee should not have questions about your event or budget. If there are outstanding questions or concerns, your application may be rejected.

## Application Requirements:

To be considered for Initiative funding, the club must meet ALL of the following conditions:

- Must be a registered club in good standing with the ASA;
- Must include a proposed budget with breakdown of costs and potential revenue
- Must submit an online Bearsden application; and
- Must have only applied once per application session for a given initiative.

## 2024-25 Deadlines

- September 27, 2024
- November 29, 2024
- January 31, 2025
- March 7, 2025

Applications must be submitted to the ASA Office, L1-010 by 4:00 p.m. on the date of deadline. Late submissions will not be accepted. All applications must be signed by the 4 club executives to be eligible.

Should you have any questions or concerns regarding the application, please contact the ASA Office by email at [augsa@ualberta.ca](mailto:augsa@ualberta.ca) or by phone (780) 679 -1541.

# Initiative Overview

Club Name(s):		
Name of Initiative:		
Amount of Funding Requested:		
Brief Description of Initiative (attach additional sheets if need)		
Location:		
Start Date(s) and Time(s), if applicable:		
End Date(s) and Time(s), if applicable:		
Are there collaborations with outside organizations? If so, please list:		
Are there alternative funding sources (confirmed or unconfirmed)? Please list		
Ticket details, if any:	Ticket Price, if applicable:	Projected attendance:

How does this initiative request align with the club's mandate?
How does this initiative benefit students?
Is this initiative feasible for the club(s) in terms of budget, available funds, volunteer power, etc.? Please explain:
Has the club or any other club undertaken this initiative before? Please provide a summary of past efforts:

### Primary Executive Contact

Name:	Position:
Phone:	Email:

# Budget Information

Please use the template below or attach additional pages if more space is required.

## Expenses

List all expected costs in support of this project. This may include materials and supplies, venue space or equipment rentals, in-kind expenses, etc.

Expenses	
Item	Projected Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Projected Expenses</b>	\$

## Revenues

List the funds expected to be received for this project. These funds may include other grants, donations, fundraisers, in-kind contributions, ticket sales, etc.

Revenue	
Source	Projected Amount
ASA Club Initiative Funds (requested amount)	\$
	\$
	\$
	\$
<b>Total Projected Revenues</b>	\$

## Other Funding Information

<p>If the initiative is projected to make revenue, what will the net revenues be used for?</p>
<p>Please list the anticipated date of final expenditures:</p>
<p>Has this club previously applied for club initiative funding this? If so, what initiative(s)?</p>
<p>If this initiative is awarded partial funding, please outline options for completion or rescaling of the proposed initiative:</p>

## External Fundraisers

<p>Is this initiative raising funds for an outside organization?</p>	
<p>If yes, list the recipient of funds:</p>	<p>If yes, list the projected donation:</p>

## Acknowledgements (Check all)

- The club acknowledges that submission of this form does not guarantee availability or booking of venues. All location bookings must be arranged separately, through appropriate channels.
- The club acknowledges that all events must be submitted for approval through Bearsden, which will include additional risk assessments and requirements. If the event is not approved through Bearsden, or if the requirements are not upheld, initiative funding may be revoked.
- The club acknowledges that receipt of funding will require a report submitted to the ASA after completion of initiative.
- The club acknowledges that unused initiative funds will be reallocated by the ASA and will not transfer to the club's operating funds.
- The club acknowledges that initiative expenses greater than the amount awarded may be deducted from their club operating funds.

## Authorization

By signing below, we confirm that we endorse this application and that the above information is truthful and accurate to the best of our knowledge.

Name:	Position:	Signature:
Name:	Position:	Signature:
Name:	Position:	Signature:
Name:	Position:	Signature:

Date Received:	Date Reviewed
Approved:	Amount Awarded
Notes:	