ASUW SPECIAL PROJECTS FUND

Name of Applicant: ____________________________________________________________
(College, Department, ASUW Committee, Recognized Student Organization, ASUW Member)

Contact Person: ________________________________________________________________

Campus Address: ______________________________________________________________

Telephone: ___________________________  Email: _______________________

GUIDELINES PER ASUW FINANCE POLICY:

- Any on campus entity can apply for this one-time grant request
- Must benefit large population of students
- Must be of long-lasting benefit
- Cannot fund research, or salaries, or classroom projects (academic projects)
- Cannot fund general operating expenses or travel/conference expenses
- Funds must be expended by April 30, 2020 or funds will be forfeited
- Requests must not exceed $60,000
- After purchase is made all future maintenance, inventory or relevant documentation is responsibility of Applicant or College.

WRITTEN PROPOSALS SHOULD INCLUDE THE FOLLOWING:

- General description of the project (not to exceed 2 pages)
- Description should include an explanation of direct impact on the student body
- Itemized list of researched project expenses and budget
- Include any anticipated revenue that this special project request will generate.
  - If revenue is anticipated, what is the intended purpose of that revenue?
- Attach any other desired supporting documentation
- All relevant campus entities (Physical Plant quotes, College or Department approval, etc.) should be considered when adding permanent structures to campus. Documentation of campus commitment to project need to be included in proposal.

Deadline for applications – November 4th, 2019 by 5:00 pm

Proposals are to be returned to the ASUW Business Office, Room 020, Wyoming Union (lower level) OR, emailed to ASUWgov@uwyo.edu

Please direct any questions to:

Derrik Conard, ASUW Budget & Planning Chairman at dconard@uwyo.edu

Kaitamaria Pounds, ASUW Director of Finance at asuwexc1@uwyo.edu