**A close up of a sign

Description automatically generated**ASUW Special Projects Fund

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(College, Department, ASUW Committee, 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, salaries, or classroom projects (academic projects)
* Cannot fund general operating expenses or travel/conference expenses
* Funds must be expended by April 30, 2021 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
* 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 1st, 2020 by 5:00 pm**

Proposals can be sent to asuwgov@uwyo.edu

Please direct any questions to:

Amanda Doran - Chair, ASUW Budget & Planning (adoran1@uwyo.edu)

Venkat Santosh Madhyanam - Director of Financial Planning and Analysis (asuwexc1@uwyo.edu)

CeeJay Berg - ASUW Director of Finance & Student Organizations (asuwexc7@uwyo.edu)