**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, 2022 or funds will be forfeited
* Requests must not exceed $60,000
* **After purchase is made all future maintenance, inventory or relevant documentation is the 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 – October 20, 2021 by 5:00 pm**

**Proposals must be submitted through the google form on the Special Projects Website.**

Please direct any questions to:

Riley Talamantes - Chair, ASUW Budget & Planning (rtalaman@uwyo.edu)

Brittney Stadler - Director of Financial Planning and Analysis (asuwexc1@uwyo.edu)

Shelly Schaef – Acting ASUW Accountant (sschaef@uwyo.edu)