



ASM Proposal Form For Requesting Funds

This application applies to individuals and/or clubs requesting funds over and above the standard \$300 allotment and \$200 supplementary funding that can be requested in brief memo form (for details regarding the additional \$200, email Nick Rich at njrich@ucdavis.edu).

Instructions:

1. Complete the application below.
2. Keep a copy for your records.
3. Submit completed application along with any supplemental materials to Nick Rich, ASM Director of Finance.

Guidelines:

1. Grants are limited to three per club.
2. Recipients will receive a response within one-two weeks.
3. Be brief but specific on your application. Supplemental materials are allowed, but the request must be on the application.
4. All individuals/clubs requesting funds should be in compliance with ASM by-laws and policies and procedures.
5. The following timelines for proposal submission apply. Individuals/clubs should do their best to plan for any events or funding needs prior to the beginning of any quarter:
 - a. If your event or funding need is anticipated and involves requests greater than \$500, the proposal must be submitted by the end of the 2nd week into a quarter.
 - b. If an event/funding need was not anticipated and is not greater than \$500, the proposal must be submitted within two weeks of the event.
 - c. Proposals submitted after the beginning of any quarter that involve more than \$500 will be considered, but individuals/clubs should be aware that receiving full funding is not as likely as it would be if the proposal were submitted prior to the beginning of the quarter.

General Information:

Today's Date:

Contact Person:

Name of Club:

Phone: _____ Email: _____

If approved, who should check be made out to?

If approved, how will we get the check to you?

Project Information:

Project/Event Name: _____

Event Date: _____

Date Response Requested By: _____

Estimated Number of Attendees: _____

Description:

Have you requested funds from the ASM before? _____

If yes, was your request approved, for how much, and when?

Internal Use Only:

Date Received: _____

Reviewed Date: _____

Approved: For per person subsidy of \$ _____ not to exceed a total amount
of \$ _____.

Denied

Comments: _____
