



Arts Undergraduate Society

The 2021/22 Club Grants Application Form

Dear Applicant,

This is the formal application form for the 2021/22 Club Grants. **Club Operations Grants** (\$2500 maximum) are intended to jumpstart and facilitate the day-to-day operations of clubs. **Club Social Grants** (\$500 maximum) are intended to facilitate special initiatives of a social or academic nature undertaken by departmental clubs by offsetting financial hardships or funding shortfalls as a result of such initiatives. They are **not intended** to be used towards annual activities.

The application for both Grants will be opened **twice** this year but clubs are only eligible to apply **once**. The first application period will occur from August 3th to August 16th. Meanwhile, the second application period is still TBD but is projected to be opened in November.

You can find **the application form on the second page** and the **tables of checklists for the essential documents on pages three and four**. The AMS will take around two weeks to process your application so please make sure that there are no errors or this duration will be prolonged. If you are unsure of what to write, please refer to **the 2021/22 AUS Grants Rubric** that is located in this drive.

There are three tables: the General Steps table, Table 1, and Table 2. You **must** complete all the steps in the General Steps table. Afterwards, you may choose which checklist to complete in accordance with the type of Grant that you are applying for.

For instance, if you are only applying for the Club Operations Grant, you are only required to complete Table 1 and you may leave Table 2 empty. If you are interested in applying for both grants, please complete the checklists for both Table 1 and Table 2. **Remember that the General Steps checklists must be completed regardless of the type of Grants that you are applying for.**

Please submit the application form, your documents, or any further inquiries to the AUS Grant Director, Kathleen, at grants@aus.ubc.ca.



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Departmental Club Grants Application Form

I want to apply for the [Check all that apply]:

- Club Operations Grant (max. \$2500)
- Club Social Grant (max. \$500)

Club Information	
Club Name	
Website	
AMS Account Code (Remember the 9-digit format)	
Date of Application (MM/DD/YYYY)	
Contact Information	
President	
Name	
Phone Number	
Email Address	
Signature	
Treasurer	
Name	
Phone Number	
Email Address	
Signature	

Note that **all applications** must be submitted to grants@aus.ubc.ca.



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Checklist to Complete Before Submission

No.	General Steps	Complete
1	Ensure that you have indicated which grants you are applying for on the form attached below	<input type="checkbox"/>
2	Ensure that you have included your club's 9 digit account code formatted like this: XXX-5XXX-XX (including only the first 3 digits of your account code is not enough).	<input type="checkbox"/>
3	Head to the respective tables in accordance with the Grant that you are applying for (i.e. only complete the checklists in the Tables related to the category of your Grant, <i>complete both if you wish to apply for both grants</i>)	<input type="checkbox"/>

Table 1		
Category	Club Operations Grant Application Checklist	Complete
A	Attach the following documentation in PDF : <ul style="list-style-type: none"> • A short description of the club (100 word limit) • A comprehensive list of current, active members and the total amount of membership fees levied and; • A list of past or ongoing events within the past two academic year, including details regarding costs, revenues, and attendance and; • A list of expected events to be held during this academic year, proposed budgets where possible and projected attendance. 	<input type="checkbox"/>
B	Attach a copy of: <ul style="list-style-type: none"> • Your itemized club budget for this fiscal year, indicating any unmet needs, and/or expected sponsorship/grants subsidies; • Copies of budgets from up to three years prior to this fiscal year and; • A copy of your AMS trial balance, where applicable. 	<input type="checkbox"/>
C	Attach a concise, one-page rationale to address points that have not been covered in other sections that you wish the AUS VP Finance and the Finance Committee to take into consideration. Details may be ways in which your club: <ul style="list-style-type: none"> • Offers a unique service to students; • Occupies a unique niche; • Has an active contributor to and partner with the AUS and; 	<input type="checkbox"/>



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	<ul style="list-style-type: none">• Has conducted itself in a fiscally accountable, transparent and sustainable way.	
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Table 2		
Category	Social Grant Checklist	Complete
A	Attach a tabulated, itemized budget for this initiative	<input type="checkbox"/>
B	Attach a rationale of no longer than two (2) pages of normal margins containing at least the following information: <ul style="list-style-type: none">• A brief description of the academic initiative;• A statement of social purpose;• An initiative execution timeline;• The ways in which this initiative fulfills a need currently unmet;• The ways in which the AUS can be recognized for its contribution to this initiative.	<input type="checkbox"/>
C	(Optional) Further documents or other information that you think are relevant to the application.	<input type="checkbox"/>



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