

Grant Augmentation Request

Use this form to request additional funds for an existing grant

Name of Sponsoring Organization

A separate Grant Augmentation Request must be submitted for each program. See reverse for instructions.

1. Grant/Program Title _____	Account Number <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 10px; text-align: center;">-</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 10px; text-align: center;">-</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>				-				-		
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2. Indicate the month(s) in which the program will take place

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

3. Indicate the total estimated attendance for with this program ➔

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4. Where will the program be held?

Student Union
 Soroptimist House
 Performing Arts Center
 The Pyramid
 Other _____

5. Briefly state the reasons why additional funds are necessary.

6. Indicate how you propose to spend the additional A.S. funds requested for this program:

ORIGINAL A.S. SUBSIDY	ADDITIONAL FUNDS REQUESTED	REVISED A.S. SUBSIDY
Flyers \$ _____	Flyers \$ _____	Flyers \$ _____
Newspaper Ads _____	Newspaper Ads _____	Newspaper Ads _____
Posters _____	Posters _____	Posters _____
Printed Materials _____	Printed Materials _____	Printed Materials _____
Program Supplies _____	Program Supplies _____	Program Supplies _____
Group Travel _____	Group Travel _____	Group Travel _____
Refreshments _____	Refreshments _____	Refreshments _____
Conference Fees _____	Conference Fees _____	Conference Fees _____
Equipment Rental _____	Equipment Rental _____	Equipment Rental _____
Facility Rental _____	Facility Rental _____	Facility Rental _____
Honoraria/Contracts _____	Honoraria/Contracts _____	Honoraria/Contracts _____
Equipment Purchase _____	Equipment Purchase _____	Equipment Purchase _____
Repairs & Maintenance _____	Repairs & Maintenance _____	Repairs & Maintenance _____
TOTAL \$ _____	TOTAL \$ _____	TOTAL \$ _____

Request Prepared by

Print Name	Signature	Date	Phone Number	E-mail Address
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Student Life and Development Advisor

Print Name	Signature	Date	Phone Number	
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Instructions

1. Provide the title of the grant (program) and corresponding account number.
2. Indicate the month(s) during which the additional funds requested will be spent. If unsure, provide your best estimate. Changes will be allowed once the augmentation is approved.
3. Provide the total estimated attendance for all events and activities associated with this program. Be realistic. Inflated estimates can actually have an adverse impact on the evaluation of your application.
4. Indicate where the program will take place.
5. Identify the reasons why additional A.S. funds are needed for this program.
6. Identify how proposed to spend the additional A.S. funds requested. Regardless of the amount of subsidy requested, it is important to remember that ASI funds can only be used for allowable purchases. Allowable purchases include:

Advertising Flyers, posters and newspaper advertising space purchased for the purpose of promoting the program.

Refreshments Food, non-alcoholic beverages, and disposable serving supplies to be used in connection with a College Mixer, major program reception, hosted conference, or school outreach. ASI does not provide funding for meals or catering services for luncheons or banquets.

Supplies/Materials Printed materials, handouts, program brochures, etc.

Honoraria or payments to individual(s) or organizations upon completion of services rendered as part of the program.

Group Travel Transportation, meals and lodging for student organizations engaged in academic competitions

Rental fees paid for the use of facilities or equipment used in connection with the program.

Registration Fees for individuals to attend professional conferences, workshops, seminars, etc.

Equipment Physical resources such as machinery, furniture, and fixtures that are critical and necessary to the successful production of an event or activity

Repairs/Maintenance Supplies and services for repairing and maintaining equipment used in connection with an event or activity

7. Sign the application and obtain the signature of your Student Life and Development program advisor. Submit this form to the ASI Treasurer's Office located in USU-311. Applications received by 12:00 noon on Tuesday will be placed on the agenda for next week's Board of Control meeting. The Board of Control meets each Tuesday during the academic year at 3:30 p.m. in the Dr. Stuart L. Farber Senate Chambers (USU-217).