



Carleton Academic Student Government

The purpose of the Academic Initiative Fund (AIF) is to strengthen ties between Carleton University academic clubs and societies and the Carleton Academic Student Government through aiding in the financial needs of said academic clubs and societies.

In order to apply you must include the following:

- 1) Brief explanation of the event
- 2) Budget for the event, which includes all sources of revenue and expenses
- 3) An exact amount of how much you are requesting
- 4) Signature of application at the base of this document, if applicable, the signature of your faculty/departmental reference.

Included in the brief should be following information, please answer **ALL** questions:

- Its academic nature.
- How many students are expected to take part?
- The impact on students.
- Will it be open to the public?
- Are they an accredited club or society?
- Do they have a departmental contact/reference?
- Have they used the fund before?

Included in the application should be a budget for the event; included in this budget should be **ALL** forms of income as well as expenses.

The fund is only open to events that are academic in nature, in the explanation of the event it should be made clear why it is academic; failure to do so will result in funding not being granted.

Included in this package is the bylaw governing the A.I.F. It is highly advisable that you review them. Please note the following clauses:

The AIF will fund a maximum of 50% or 75 dollars, whichever is greater;

The maximum amount requested may be up to 15% of the total budget allotted to the committee for that particular semester;

The AIF will not provide funding for alcohol;

The AIF will not provide any funding for general membership meetings;

The AIF will not provide funding for an event that is projected to make a profit;

The AIF will not provide funding for an event hosted by an academic club or society that receives a levee;



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The AIF will not provide funding for tabling or advertising to sign up members for the club of society. The AIF will provide for funding for tabling and advertising for the academic event.

Applications seeking the maximum amount of funding must present their application to the committee. The committee may request an applicant to present to the committee if further information is needed, failure on the part of the applicant to present may result in lower funding. Applicants seeking less than the maximum have the option of presenting **once** to the committee if they chose.

If a club/society does receive funding from the AIF they are required to submit their receipts from the purchases to the CASG office within two weeks after the event. Failure to do so may result in penalization on the next application or suspension from the fund.

All hard copy submissions are to go to the CASG office.

An electronic copy must also be submitted to the both the executive email account (executives@casg.ca) along with the AIF committee email account (aifcommittee@casg.ca).

Club/Society Name _____

Event _____

President/Chair Signature*

Date

Chief Financial Officer*

Date

Departmental/Faculty Supervisor*

Date

Have you included your brief? _____

Have you included your budget? _____

*By signing this document you have understood and accepted the terms and conditions. Failure to comply with these terms and conditions can result in funding being revoked or your club or society being penalized on their next application.