



Carleton Academic Student Government Academic Initiative Fund Form

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.

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.

Included in the brief should be following information. **Please answer ALL questions:**

- Why is the event academic in nature?
- How many students are expected to take part?
- What is the academic impact on students?
- Will it be open to the public?
- Are you an accredited CUSA club or society?
- Do you have a departmental contact?
- Have you applied to 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. It is important to clearly break down all budget lines for revenues and expenses to evaluate the need of the AIF.

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 are the bylaws governing the AIF. It is highly advisable that you review them. Please note the following clauses:

1. The AIF will fund a maximum of 50% or up to \$500 dollars of the costs associated with the event/activity;
2. The AIF will not provide funding for alcohol;
3. The AIF will not provide any funding for general membership meetings;
4. The AIF will not provide funding for an event that is projected to make a profit;
5. The AIF will not provide funding for an event hosted by an academic club or society that receives a levee;



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

If a club/society does receive funding from the AIF they are required to submit their receipts from any purchases stemming from AIF funds 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.

Part of having the application process early is to not only financially support clubs/societies, but to also ensure CASG can support and help advertise the clubs/societies in other ways.

If a club/society receives funding, they agree to publicize that CASG has contributed to the event. The method(s) can be agreed upon by the AIF committee and the club/society.

An electronic copy must be submitted to the both the Vice-President Academic email account (vpacademic@casg.ca) along with the Vice-President Operations email account (vpopoperations@casg.ca).

Club/Society Name _____

Event _____

President/Chair Signature *

Date

Chief Financial Officer *

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.