



GRANT APPLICATION

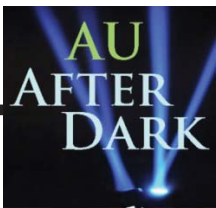
Student Activities - AU After Dark Grant Application Packet

The AU After Dark program has been established to provide monetary and marketing assistance for targeted late night events at American University conducted by university recognized student organizations.

Criteria

1. All events must be free and open to the entire AU community.
2. All events must be alcohol free.
3. Preference for funding will go toward applications received three weeks prior to the event date.
4. Events must occur on Tuesday, Friday, or Saturday evenings between the hours of 8 pm and 2 am and must not end before 11 pm. Events must be held on Main Campus or Tenley campus. No off campus events will be funded.
5. An organization may receive up to \$500.00 maximum in funds each semester.
6. Funds granted will be allocated by JV transfer once the actual expenses have been incurred.
7. Events must be approved by the Student Organization Advisor.
8. The application must include a space reservation confirmation.
9. All organizations receiving AU After Dark funds must meet with a designated representative of the AU after Dark committee within two weeks after the event. At this time receipts for expenses will be reviewed, and the JV transfer of funds will be processed. Additionally, an assessment form will be completed. This meeting will last approximately 15 minutes.
10. All publicity for an funded event must include the AU After Dark logo and be reviewed by Student Activities. Funded events will also be included in ongoing marketing developed by Student Activities.
11. AU After Dark funds cannot be used for philanthropic purposes, fundraisers or capitol improvements. The funds must be used in accordance to all Student Activities policies & procedures.
12. Preference will be given to groups collaborating on a program.
13. The AU After Dark committee will not sponsor two programs at the same day and time.

Applications are accepted on a rolling basis and will be available on the Student Activities website (www.american.edu/ocl/activities/au_afterdark) and at the Student Activities front desk (MGC 271).



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Please attach any supporting material that would assist the committee in making a decision.

Contact Information

Sponsoring Organization Name: _____

Contact Name: _____ Phone: _____

Email: _____

Local Address: _____

Event Information

Event Title: _____

Description / Purpose of event: _____

*Please attach a copy of your Space Request Confirmation

Day of the week: Tuesday Friday Saturday

Date of event: _____ Start/ End Time: _____

Estimated attendance: _____ Target Audience: _____

Financial Information

	Detail Expenses/Vendor Information	Total Amount
Supplies		\$
Publicity		\$
Food		\$
Entertainment		\$
Facilities Costs		\$
Other		\$
Event Total		\$

Revenue (Attach Sponsorship Letters)

Sponsoring Organization Name	Subsidy Amount
	\$
Co-Sponsoring Organization(s) Name	Subsidy Amount
	\$
	\$
Total Subsidy	\$
Total Amount Requested*	\$

**Event Total - Total Subsidy = Total Amount Requested*