

AMS/MyIsabel Grant Application

For more information contact Alexia Henriques, AMS Campus Activities Commissioner, at
cac@ams.queensu.ca

Please **complete and submit** this application sheet to either the AMS Front Desk or
cac@ams.queensu.ca *including* complete answers to the questions on the reverse of this
 page. Applications are due September 27th at 4:00pm.

APPLICANT INFORMATION			
Applicant name(s):	<i>(If multiple, please specify primary contact)</i>		
Group you are associated with, if any:			
Primary contact phone		Primary contact	

ELIGIBILITY & CRITERIA
<p>Eligibility</p> <ol style="list-style-type: none"> 1. Priority will be given to events that are innovative, likely to engage students and enrich the quality and diversity of campus life. 2. Priority will be given to new events who have not received the AMS/MyIsabel grant in the past school year. 3. Recipients must be AMS members and the event and event related activities shall be non-profit.

TERMS & CONDITIONS
<p><i>Funding/Venue Services:</i></p> <p>The AMS/MyIsabel Grant was created in partnership with the IBCPA to expose students to the Isabel and make use of the venue more accessible. The AMS/MyIsabel Grant agrees to provide the following under the specified conditions:</p> <ol style="list-style-type: none"> 1. The IBCPA agrees to provide four awarded events, one use each of Isabel for a 4-hour call free of charge, with dates to be organized based on availability. Any further use (outside of granted usage) is to be charged at the discounted internal Queen's rate. It is understood that October, November, February and March periods typically have low availability. 2. The AMS agrees to provide 50% of the IBCPA determined staffing costs to a maximum of \$700.00 per grantee. This fee will be paid directly to the IBCPA and reflected on the event invoice received from the IBCPA. 3. The applicants successful in securing venue services are responsible for all other event costs, including but not limited to; the Front of House, Back of House, Food and Beverage, Stucons,

CONTRACT & PAYMENT

Contract and Payment

1. The IBCPA agrees to not charge rent for the four granted hours of use.
2. The AMS agrees to provide 50% of staffing costs to a maximum of \$700.00 per grantee, paid to the Isabel within 60 days of receipt of invoice.
3. The IBCPA will meet with the selected grant recipients to provide cost estimates for their event needs and specifications.
4. When the awarded AMS club has approved the cost estimate, the IBCPA will create a contract with the selected AMS group so that all expectations and responsibilities are clearly delineated.
5. It is understood that it is the responsibility of the selected AMS group to do its own marketing and financing of the event, and that they are responsible for covering any financial losses due to cancellations, circumstances such as lower than expected attendance, and ticket sales within 60-days of receipt of invoice.
6. Awarded AMS clubs agree to acknowledge receipt of the AMS/MyIsabel grant on all event marketing materials and provide examples of these materials and audience measures to the Isabel following their event.

Applications are to be submitted to the AMS Front Desk in the JDUC or by email at cac@ams.queensu.ca

APPLICATION QUESTIONS

Please answer the following questions in full and attach to your application:

1. What event/idea/project do you want to run? Please include your proposed **name**, **location**, **date**, and **time** for it, and a **detailed description**.
2. Who will organize and execute the event/idea/project?
3. How will this event/idea/project serve the interests of the student community and contribute to campus life?
4. What grant amount are you requesting? Please include a detailed breakdown of how it will be spent.
5. If you have requested or received funding for this event/idea/project from any non-AMS sources, please list them.

DATES HELD FOR MYISABEL GRANT		
DATE	INTEREST	RANK
November 2 ND , 2019	YES <input type="checkbox"/> NO <input type="checkbox"/>	
January 11 th , 2020	YES <input type="checkbox"/> NO <input type="checkbox"/>	
February 22 nd , 2020	YES <input type="checkbox"/> NO <input type="checkbox"/>	
March 7 th , 2020	YES <input type="checkbox"/> NO <input type="checkbox"/>	
OTHER DATE (not guaranteed)	Please specify here	

Tentative holds have been placed on the following dates for booking AMS/MyIsabel events. These holds are intended to assist with finding availability at the Isabel. These holds can be challenged by another renter so are not guaranteed and should be confirmed as soon as possible with the Isabel if of interest to your club.

FOR NEW EVENTS GRANTS COMMITTEE USE ONLY		
Grant given?	Amount	Date
YES <input type="checkbox"/> NO <input type="checkbox"/>		

