

Applying For Funding:



1 Complete the Application Form

Application Forms are available:

- On the UAS website:
www.albany.edu/uas/program_funds.html
- In the UAS Office, UAB 232
- Can be faxed to you by calling the UAS Office at 442-5950

2 See Guidelines at www.albany.edu/uas/program_funds.html for assistance in completing your application, or contact the UAS Office at 442-5950. We will be happy to assist you.

3 Send your completed form to the UAS Office:

- Drop off in Person - UAB 232
- Mail to: University Auxiliary Services
UAB 232
- By Fax: 437-4751

www.albany.edu/uas

Be Sure To Contact Us If...

...you need to change the date of your event. The funding is awarded for the specific date stated in your application.

...your event is cancelled. Please let us know if you will not be using the funding - we can award it to another organization in need.

...you plan to use the money for a different event. You must re-submit an application form with a request to reallocate the money to another event. This request is submitted to the UAS Board of Directors, Program Committee, for approval.

...you have any questions or need assistance!

442-5950
uas@albany.edu



www.albany.edu/uas

Each year University Auxiliary Services awards **Program Funds** in support of activities that enhance the academic and cultural life of the University community

For events that occur between **July 1 & October 31** applications are due by April 20th, 2007

For events that occur between **November 1 & June 30** applications are due by September 21st, 2007

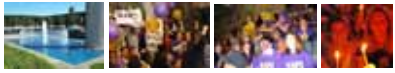
Supplemental Funds are awarded **throughout the year**

2007 - 2008

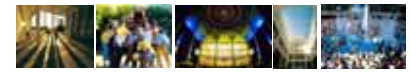


www.albany.edu/uas

UAS PROGRAM FUNDS



GUIDELINE SUMMARY



For a complete list of the Guidelines refer to the copy in your award packet, or visit the Program Funds pages on the UAS webpages: www.albany.edu/uas

In particular, please note:

- The event must be **open to all members of the University Community**

- The event must be **held on the University at Albany Campus** (Main Campus, Downtown Campus, East Campus, Empire Commons, Freedom Quad or Dippikill property)

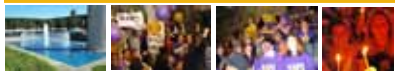
- Funds may **not be used to purchase equipment**

- So that funds can be distributed as widely as possible, if **requests for payment** are not **submitted to UAS within 60 days of the event**, the funds will be forfeited and re-awarded to another group

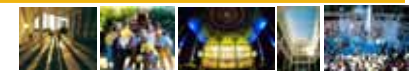
- Funds will **not be approved for goods and services supplied by outside vendors** if UAS partners (Chartwells, the University Bookstore, Coca Cola) have the ability to

supply similar or identical goods and services (example: UAS will not support food and beverage purchases from off-campus merchants if Chartwells &/or Coca Cola have the ability to provide similar or identical services) Exceptions must receive advance approval of the UAS Program Committee

- Groups awarded Program Funds agree to **recognize UAS in all advertising**, promotional materials & in all printed programs for the event



using your funding



Before The Event

- Make sure that vendors / speakers / performers have **signed agreements** or contracts to provide you with services. A sample agreement can be found on the UAS website: www.albany.edu/uas on the Program Fund pages.

- Remember to **use UAS business partners if they can provide goods and services** (Chartwells, The University Bookstore, Coca Cola). Exceptions to this policy need advance approval - contact us at 442-5950.

- **Reimbursements to individuals or other accounts (Agency, State, Foundation, IFR, Student Association, etc.) are strongly discouraged, and require prior approval from the Program Fund Committee.** If there is a situation where you believe that you or another authorized individual must make a purchase from a vendor and then seek personal reimbursement from UAS, additional items are required in order to approve payment. Please contact UAS for assistance. Under such circumstances, we may not be able to reimburse you for sales tax.

After The Event

UAS directly reimburses the vendors that provided services for your event.

Send Us:

- 1** The **completed disbursement form**, found in your packet along with your approval of funding letter (If you are unable to find this form, please contact us for a new one by calling 442-5950)

- 2** **Invoices that need payment** (see the sample invoice on our website: www.albany.edu/uas on the Program Fund pages) and / or signed contractual agreement stating services provided.

- 3** We must have the **Federal Tax ID or Social Security Number for the payee, and their mailing address** in order to complete payment.