

# APPLYING FOR FUNDING:



## 1 Complete the Application Form

Application Forms are available:

- On the UAS website:  
[www.albany.edu/uas/program\\_funds.html](http://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](http://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](http://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!

518-442-5950  
[uas@albany.edu](mailto:uas@albany.edu)



[www.albany.edu/uas](http://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 17TH, 2009

FOR EVENTS THAT OCCUR BETWEEN  
**NOVEMBER 1 & JUNE 30**

APPLICATION DATE  
TO BE DETERMINED

SUPPLEMENTAL FUNDS ARE AWARDED **THROUGHOUT THE YEAR**

2009 - 2010



[www.albany.edu/uas](http://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](http://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**
- 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.
- 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** 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.