



A U S A   S E N A T E  
B O A R D   O F   C O N T I N G E N C Y  
F U N D I N G   A P P L I C A T I O N  
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*Please complete and print this form and submit it to the mailbox of Javier Ogaz, Board of Contingency Co-Chairman, in the Campus Life Suite (Driscoll North, Top Floor). Also, e-mail this form to [jogaz@du.edu](mailto:jogaz@du.edu) as well as [dfelder@du.edu](mailto:dfelder@du.edu), Danielle Felder, Co-Chairman.*

**Organization (must be a licensed organization of AUSA):**

**Name of Event:**

**Contact Person:**

**Phone Number:**

**Email Address:**

**Please answer the following questions.**

1. Has your organization applied for funding from the BOC or other Senate funding before? If so, when and what was the outcome?
  
2. Please describe the project or event that you are asking funding for. Please include proposed date and location.
  
3. Please include a detailed cost breakdown of the proposed event or project.
  
4. Have you received sponsorship from any other departments or conducted any of your own fundraising? If yes, please indicate who your sponsors are and your fundraising activities; including total funds raised from each source. If no, please indicate if you plan to fundraise from other sources and your timeline for doing so.
  
5. What is your organization's current balance? (This information can be obtained from the Comptroller's Office in the Campus Life Suite, room 228.) How much of your event is being paid for from your organization's account?
  
6. Any additional comments?

**FOR OFFICE USE ONLY**

Date Received:

Received By:

## Additional Notes

- Any group requesting funding from the Board of Contingency must supply a printed copy of the organization's budget from the Student Comptroller's Office. This budget summary must be supplied in the form of a hard copy at least two days prior to presentation of the application to the Board of Contingency. This hard copy must be submitted to the mailbox of the Committee Chair Javier Ogaz in Driscoll Center North. The budget will be used, among other purposes, to verify that student organizations applying for funding will not have excess funds remaining in their accounts at the end of the school year - i.e. that they are using their allocated budget before applying for additional funding that may not be needed. Any questions may be directed to the Committee Chair.
- All organizations receiving funding must attend a Board of Contingency meeting to present their proposal *prior to their event*. Please set up an appointment to present at a meeting by e-mailing, Board of Contingency Co-Chairman Javier Ogaz at [jogaz@du.edu](mailto:jogaz@du.edu). *Important: Please come ready to present and discuss how funding from the BOC for the specific event will benefit the DU community as a whole.*
- Upon receiving funding from the AUSA Board of Contingency, organizations are asked to state on all publicity publications that your program/event is sponsored by the AUSA Board of Contingency.
- There will be no retroactive funding for any events. Any group/organization requesting funding from the Board of Contingency must do so prior to the event and **before** spending any money requested from the Board of Contingency.

If you have any questions, please do not hesitate to contact Board of Contingency Co-Chairs, Danielle Felder, [dfelder@du.edu](mailto:dfelder@du.edu), or Javier Ogaz, [jogaz@du.edu](mailto:jogaz@du.edu).