## STUDENT BAR ASSOCIATION CONTINGENCY GRANT APPLICATION FORM STUDENT BAR ASSOCIATION



American University Washington College of Law

| Name:  |             |        |   |         |  |
|--|-------------|--------|---|---------|--|
| Email Address:   |             |        |   |         |  |
| Organization Name:   |             |        |   |         |  |
| Position Held:   |             |        |   |         |  |
| Event Name:  |             |        |   |         |  |
| Type of Event:   | Competition | :      | Conference:   | Other:  |  |
| Dates of Event:  |             |        |   |         |  |
| Location of Event:   |             |        |   |         |  |
|  |             |        |   |         |  |
| Budget Allocated in FY 2017-<br>2018:  |             |        |   |         |  |
| Remaining Funds in Budget:   |             |        |   |         |  |
| Total Amount of CG Funding Requested:  |             |        |   |         |  |
| Please describe the nature of the event for which the funds are being requested, and the description of the intended purposes for the funding. Be as specific as possible. |             |        |   |         |  |
|  |             |        |   |         |  |
| How are students sele  |             | event? | A1: +: /O -1+: T  | )       |  |
| General Interest (open   |             |        | Application/Selection Process:  Election within Organization: |         |  |
| Try-outs/Qualifying Co<br>Other (please describe:  |             |        | Election within Organiz                                       | zation: |  |
| other (piedse describe.  | •           |        |   |         |  |

To submit this request, please email the completed form to <a href="mailto:sbafinance@wcl.american.edu">sbafinance@wcl.american.edu</a>

The Contingency Grant Application and Review process can take between two to four weeks to complete, not including any appeal proceedings. Please plan accordingly and submit your requests with enough time in advance to avoid missing any personal deadlines.

Submissions received less than four weeks in advance will be considered unfavorably.

## STUDENT BAR ASSOCIATION CONTINGENCY GRANT APPLICATION FORM



American University Washington College of Law

| We are requesting funds for: (check all that apply)   |                    |                 |           |        |  |
|---|--------------------|-----------------|-----------|--------|--|
| Registration:   | Travel:            | Food:           | Supplies: | Other: |  |
| If answer is/inclu  | des "other" please | describe below: |           |        |  |
| Please fill out the table below and provide an itemized projected budget for expenditures covered by this request, as noted above. Please attach any and all supplemental documentation to substantiate your figures for the grant application. Note: only items provided below will be allowable uses for SBA Contingency Grant Funding.  The Finance Committee and the full SBA Senate reserve the right to modify this request, including increasing, decreasing, or eliminating proposed expenditures. While committee actions may be appealed to the full Senate, the full Senate decision is FINAL. |                    |                 |           |        |  |

| Item Description:      | Projected Cost: |  |
|------------------------|-----------------|--|
|                        |                 |  |
|                        |                 |  |
|                        |                 |  |
|                        |                 |  |
|                        |                 |  |
|                        |                 |  |
|                        |                 |  |
|                        |                 |  |
|                        |                 |  |
|                        |                 |  |
|                        |                 |  |
| Total Amount Requested |                 |  |

To submit this request, please email the completed form to <a href="mailto:sbafinance@wcl.american.edu">sbafinance@wcl.american.edu</a>

The Contingency Grant Application and Review process can take between two to four weeks to complete, not including any appeal proceedings. Please plan accordingly and submit your requests with enough time in advance to avoid missing any personal deadlines.

Submissions received less than four weeks in advance will be considered unfavorably.

## STUDENT BAR ASSOCIATION CONTINGENCY GRANT APPLICATION FORM



**Declaration** 

American University Washington College of Law

I, the undersigned, hereby certify that I am a duly authorized officer of the provided student organization, given authority to submit this SBA Contingency Grant Application, or I have sufficient grounds to submit this application as found in the SBA Finance Handbook and other extant policies. By submitting this application, I am certifying compliance and understanding of the relevant policies around contingency grant funding and understand that misuse of, unauthorized requests and fraudulent applications for, and actions of willful negligence with student funds as allocated by the Student Bar Association may constitute a violation of the WCL Honor Code and may be pursued to the fullest extent possible.

|                      |   |           | Signature          |
|----------------------|---|-----------|--------------------|
|                      |   |           |                    |
|                      |   | -         | Date of Submission |
|                      |   |           |                    |
| Finance Committee Us | se Only<br>Yes:                         | No:       | Abstain:           |
| Vote: Approved:      |   | Rejected: |                    |
|                      |   |           |                    |
|                      | Notes:                                  |           |                    |
| Finance Committee N  |   |           |                    |
| Finance Committee N  | . • • • • • • • • • • • • • • • • • • • |           |                    |
| Finance Committee N  |   |           |                    |
| Finance Committee N  |   |           |                    |
| Finance Committee N  |   |           |                    |

To submit this request, please email the completed form to <a href="mailto:sbafinance@wcl.american.edu">sbafinance@wcl.american.edu</a>

The Contingency Grant Application and Review process can take between two to four weeks to complete, not including any appeal proceedings. Please plan accordingly and submit your requests with enough time in advance to avoid missing any personal deadlines.

Submissions received less than four weeks in advance will be considered unfavorably.