** Arts Undergraduate Improvement Fund Application 2018**

*The Arts Undergraduate Improvement Fund Committee (AUIFC) is an annual funding session that allocates roughly $200,000 (exact amount to be determined after the Winter semester fee opt-out period) towards capital improvements and their one-time installation costs for groups affiliated with the Faculty of Arts. The deadline for applications is* ***January 15th,******2018,******at 10pm. Completed applications must be submitted in .docx format to*** [***finance.aus@mail.mcgill.ca***](mailto:finance.aus@mail.mcgill.ca)***.*** *Late or incomplete applications will not be accepted.*

*Questions can be directed to Mia Trana, VP Finance at* [*finance.aus@mail.mcgill.ca*](mailto:finance.aus@mail.mcgill.ca)*, or in-person during office hours, Tuesdays 10am – 11pm and Thursdays 10am – 1pm in Leacock B-12. Tel: 514-398-1993.*

*More information on the AUIF can be found by look at the AUIF bylaws available here: http://ausmcgill.com/wp-content/uploads/2013/06/AUIF-Apr-9.pdf*

**ELIGIBILITY:** **Only capital goods (and their one-time shipping and installation costs) are eligible for funding.**

**GENERAL INFORMATION**

Department/Unit:

Department/Unit FOAPAL (not applicable for AUS-affiliated groups):

Name:

Title:

Email:

Cost of all items contained in the application:

**ITEM-SPECIFIC INFORMATION (prepare one for each item)**

Item or renovation:

Cost of item\* or renovation\*\*:

Other associated costs (including delivery and installation):

Purpose of this item or renovation:

Storage/maintenance/security plans for this item:

Link to item on online catalogue (if available):

*\*For all capital goods, please provide TWO price quotations*

*\*\*For all renovations, please attach a price quote from Facilities Management*

*\*\*\*Do not forget to include tax and delivery amounts in your calculations, the amount totals you’re applying for would include purchase of the product up to delivery to your office!*