



## Existing Working Group Funding Application

The Alberta Public Interest Research Group

### General Information:

Only already existing APIRG Working Groups should use this application. Please allow up to 4 weeks for approval and processing. Those applying for new Working Group status should use the New Working Group form.

For electronic submissions (preferred): Send to [lise@apirg.org](mailto:lise@apirg.org)

For paper submissions: drop off at the APIRG Office

9111 HUB Mall, U of A Campus

Phone 492-0614. Fax 492-0615

Please note that Working Group funding rounds are held in January and September with dates announced in advance at [www.apirg.org](http://www.apirg.org).

### Administrative Information:

The APIRG board reviews all of the proposals. If APIRG requires an interview with WG members, the group's main contact person will be informed of the interview date and time (usually on a weeknight one to two weeks following the deadline). The interview will consist of a 2-5 minute presentation by your group representatives, followed by questions from the APIRG Board. It is preferable for the main contact person and the financial contact person to be present at the interview. If approved, the amount and conditions of the WG's grant will be outlined in the letter of acceptance from the APIRG board.

### Application Information:

Please include the following information in your proposal:

1. Working Group Name:

2. Application Date (DD/MM/YYYY):

3. Please supply the name and contact information of a **main contact** person. Please ensure that this person will be available over the summer months, or provide an alternative if not.

Name:

Phone:

E-mail:

Student I.D.:

4. Please supply the name and contact information of at least one current member to act as a **financial contact**. *This must be someone other than the main contact person (listed above). This person must also be available over the summer months.*

Name:

Phone:

E-mail:

Student I.D.:

5. Please supply the name and student number of at least one undergraduate student who is a member of your working group (*can be the same as the liaison*). This person must not have opted out of APIRG.

Name

Phone, email

Student ID

6. On a separate sheet of paper, please supply a current membership list, including both students and non-students (including phone numbers and email addresses).

7. On a separate sheet of paper, in 1-2 pages single spaced typing, please briefly supply a written description of how these funds will further the working group's current mandate, goals, and action plans over the summer and coming year.

8. On a separate sheet of paper, please supply a detailed, well researched budget outlining expenses and indicating which expenses would be met with APIRG funding. Also include the non-monetary support and services that APIRG can provide.

9. Any Working Group that is approved for APIRG funding will be required to sign an agreement with APIRG before any funds will be disbursed. Please refer to the **WG Funding Agreement**.