Applications Guidelines

- Only active AS clubs in the Queer Guild Council are eligible to apply to this fund.
- **Applications are due:**
  - Two days before the meeting time to be on the Queer Guild Council Agenda
  - Three weeks before a general activity or event
  - Four weeks before an event with a paid performer or presenter
  - Four weeks before travel
  - Five weeks before travel involving airlines
- **Processing procedure:**
  - Requests of $75 or less may be approved by the AS QRC Community Engagement Coordinator, without an AS Queer Guild Council meeting.
  - Requests between $75 and $300 go through a one meeting process. Proposals are presented and voted on in the same meeting.
  - Requests over $300 go through a two meeting process. Proposals are presented at the first meeting and voted on in the following meeting.

Using QGC Funds

**Allowable expenses:**
- Supplies for club activities
- Food for open meetings
- Funds for speakers/events
- Funds for conference travel/attendance
- Other approved expenses

**Prohibited expenses:**
- Personal expenses
- Salaries, wages, or benefits
- Academic expenses (i.e. textbooks)
- Expenses not relevant to the club’s purpose

**Additional requirements:**
- QGC funds may only be spent on uses approved by the Council.
- Remaining (unspent) funds must be returned to the Council
- Spending QGC Funds must be consistent with all WWU policies, AS policies, and Washington State laws.
QGC Committee Guidelines

- **Committee members must:**
  - Evaluate applications based only on the information submitted in the application and information presented to the Council.
  - Evaluate applications based on the standards presented in the QGC rubric.
  - Evaluate all applications in a consistent and fair manner.
  - Abstain from assessing and voting on applications if they have any personal investment in the application or if they feel they cannot assess the application fairly for any reason.

- **Committee members must not:**
  - Use personal bias when evaluating applications.
  - Discriminate against applicants presenters based on any protected characteristics (i.e. gender, race, religion, sexual orientation, etc.).

QGC Rubric

All QGC applications will be evaluated on the following criteria:

- □ The funding is crucial to the fulfillment of the proposed club activity.
- □ The funding will benefit the LGBTQ+ community at WWU.

You can email the QRC Community & Engagement Coordinator at as.qrc.community.engage.coord@wwu.edu with any questions or concerns.

*Approved by the AS QGC on 10/18/2019.*