ASLC FINANCE COMMITTEE

Preliminary Grant Application Instructions

Steps I-IV must take place in order to be eligible for a grant:

I. The Finance Committee (FC) is selective about the grants it funds. The Committee is looking for well-articulated proposals that will positively contribute to campus life. Fill out this application thoughtfully. Please keep in mind that FC accepts applications on a rolling basis: **the sooner your application is turned in, the sooner it will be heard.**

II. After completing the application, you will need to **review your application with Dith Pamp**, Treasurer, before the Committee will receive it.

III. Once signed, submit your typed FC application to the ASLC Cabinet's office – in the marked folder or under the door.

IV. Next, you will receive an email informing you of the meeting day, time and place that you must attend. The Committee will have reviewed your application, but please be prepared to give a **very brief presentation** and answer any questions.

V. The Finance Committee can fully fund, partially fund or deny your application. If you start early, you will still have time to seek alternate funding sources if the board does not meet your funding requirements.

VI. You will be notified of the Committee's decision within 24 hours.

VII. Please note the following grant guidelines:
   I. All proposals must be student initiated to receive funding.
   II. Funding cannot be donated to an outside organization or be used to purchase alcohol.
   III. Finance Committee cannot retroactively fund any event or project.
   IV. Please contact SAAB for academic related funding.

Please detach page from application*

If you have any questions, contact Dith Pamp, Treasurer, at finance@lclark.edu or during Office Hours: M 2-5 Th 3:30-5 or by appointment.

ASLC FINANCE COMMITTEE

2009-2010 Grant Application

(Please make a copy for your records)

Name: _____

E-mail: _____@lclark.edu

Phone: (_____)_____ **MSC**: _____

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1) Are you representing a student group? Yes No

If yes, which group? _____

2) Are you a club sport? Yes No

If yes, have you spoken with Mark Minty in Athletics for funding? Yes No

For funding events, RESERVE THE NECESSARY SPACE before turning in your application! Contact Jason Feiner (*jfeiner@lclark.edu*), Director of Student Activities, about planning your event, contracting, reserving space, etc.

Application Questions:

*Please attach a separate **typed** sheet with detailed answers for the following questions:*

1) What is the basic purpose and/or objective of this project/event(s)?

2) What are the logistics of the planned program? Give date(s) and location of project.

3) How will the L&C community benefit from this project? What segment of the L&C community does this project interest?

4) What other sources of financial assistance have you pursued? List the sources of funding and the amounts awarded.

5) Have you previously applied for FC funding for this specific project?

6) What effect would partial or no funding from FC have?

7) If you are representing a chartered group, did your group apply to Student Organization Committee last spring? Why does this proposal fall outside of the annual budget for the group?

On the next page please give an itemized list of expected expenditures for the project/event. Convince the board that you have shopped around and found the best prices.

Office Use Only: Vote: Y___ N____

Approved _____ Date: / / 20 __

09-10 Grant Application: Part 2

When presenting your application to the Board it is important to itemize each expenditure. Please complete the following chart with the exact amounts that will be spent if your grant is approved. Then, provide an explanation of each expenditure. If needed, please use an **extra sheet of paper** to explain and justify each expense. Make sure to consider all possible expenses for your event(s) and/or project. Please keep in mind that FC has approximately $15000 available per semester when writing your requests.

Those who are applying to cover operating costs should only apply for a grant covering a semester's worth of expenses. Questions? Please contact Dith Pamp to arrange a meeting.

Priority High, Med, or Low	**Requested Item**	**Minimal** Amount Requested	**Maximum** Amount Requested	**Explanation**

TOTALS: **$_____ $_____**