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**ANTELOPE VALLEY COLLEGE**

**Grant Proposal Request Form**

Please complete and submit this application to the Student Development and College Activities Office, Student Services Building, Room 180. Any questions may be directed to the Student Development and College Activities Office at (661) 722-6354. Incomplete applications not meeting criteria will not be considered. The Associated Student Organization (ASO) will review applications and make awarding decisions.

**Application Deadline: At least 4 weeks before proposed activity.**

Applicant Name: \_\_\_\_\_ Date Submitted \_\_\_\_\_

Club Affiliation: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Activity Category:

Program/Event: \_\_\_\_\_ Equipment: \_\_\_\_\_ Travel: \_\_\_\_\_ Other: \_\_\_\_\_

Name of Administrator or Club Advisor: \_\_\_\_\_

Signature of Administrator or Club Advisor: \_\_\_\_\_

Supporting Administrator or Club Advisor's brief statement: (Please state why you support this grant)

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Applicant: please compose and attach to this form a 1-2 page report, neatly typed, detailing the following objectives:

1. Description of event/project
2. Objective/goal of event
3. Timeframe/Scheduling (Date, time, how long, venue)
4. Performance Outcomes: Who will be involved, who will benefit from these/this Activity(s) and how will success be measured
5. ASO Advertisement: As a student representative body, we would like students to know what we are doing and where we are giving financial assistance. Please acknowledge ASO in your activity (print ASO logo, hang an ASO banner, etc.) and detail in your report how this will be accomplished
6. **Budget: Create a detailed breakdown of exactly how monies will be spent.**