

CLUB GRANT CRITERIA

Each Semester Clubs have an opportunity to apply for a Club Grant that is supplemented by the Student Senate. A total of \$500 may be requested for any given academic year with a maximum of \$250 per semester. Paperwork and guidelines are on the following pages.

1. The requesting Club must be chartered by the Associated Student Senate, and must meet all criteria established by the College and the Associated Student Senate.
 - a. The Club must be active with a Constitution and Club Roster on file for the current Semester.
 - b. Clubs must be in compliance with all Inter Club Council Policies, including attendance of all regular meetings.
2. All Clubs are required to submit an Funding Application.
 - a. The Club must be able to produce proof of the current account balance and fund-raising totals upon request; this information can be obtained by asking the Office of Student Life.
 - b. The Club must indicate the goals and purpose of the activity being sponsored and how the activity will benefit the students of the school and/or the community.
 - c. All sources of income for activity must be listed.
3. Funds will be provided on a matching basis up to the limit of the Club Grant.
4. The funds allocated to a Club must be used only for the purpose outlined on the application submitted, and proof of this must be submitted to the Senate.
5. All Clubs must make an oral presentation to the Associated Student Senate. Persons making the presentation must be able to answer all pertinent questions the Senate may have.
6. Request based Grants will be given in three designated areas. The maximum amount of request based funding that a Club may receive in one Semester is \$250 and \$500 in one academic year.
 - 1.) **Campus Activities:** Club sponsored and organized activities that occur on campus and benefit the Student Body of S.B.C.C. The maximum Grant in this category is \$200.
 - 2.) **Educational:** A Club Activity for a specific educational purpose, such as attending a conference or having a speaker visit to address your Club. The maximum Grant in this category is \$200.
 - 3.) **Community Activities:** Club sponsored activity that benefits and involves the community of Santa Barbara. The maximum Grant in this category is \$250.
- Please note that the Student Senate reserves the right to provide all, some, or none of the funds requested based on an objective analysis of the Club's needs, past activities, completion of criteria, and the availability of grant funds.

Club Grant Application

To receive funding consideration from the Student Senate, a Club Representative must be at the scheduled Student Senate meeting in order to present the request to the Senate. Applications must be legible and complete, including a completed budget and Club funding criteria must be read and met. Funding for Activities with pre-set days should be submitted at least three weeks prior to the Activity in order to ensure a timely response. Requests should be handed in to the Commissioner of Clubs and Organizations. *(Please print or type)*

Organization and Project requesting funding

Student Representative and Title

Phone

Treasurer

Phone

Faculty Advisor

Phone

AMOUNT REQUESTED: \$ _____

CATEGORY: On-Campus \$ _____ Educational \$ _____ Community \$ _____

Benefits of this activity: _____

Purpose of this activity: _____

Itemized list of how funds will be used:

Item

Amount

Dollar

\$ _____
\$ _____
\$ _____
\$ _____

CLUB BUDGET

List all income and expenses. If there is no monetary expense for a specific activity then write \$00.00.

Present and projected overall **EXPENSES** for the current fiscal (school) year:

A. <u>SCHOOL ACTIVITIES</u>	<u>DOLLAR AMOUNT</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

SUB TOTAL \$ _____

B. <u>PHILANTHROPIC & COMMUNITY PROJECTS</u>	<u>DOLLAR AMOUNT</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

SUB TOTAL \$ _____

TOTAL \$ _____

Present and projected **INCOME** for the proposed activity.

<u>FUND RAISING DONE FOR THIS FISCAL YEAR</u>	<u>DOLLAR AMOUNT</u>
_____	\$ _____
_____	\$ _____
<u>ADDITIONAL FUNDING</u>	\$ _____
_____	\$ _____

TOTAL \$ _____

CURRENT CLUB ACCOUNT BALANCE: \$ _____

Please list any other organizations to which you have submitted requests for funding and status of your request:

Agreement to Provide I.C.C. Club Grant Expense Report

As a club of Santa Barbara City College that is overseen by the Inter Club Council and sanctioned by the SBCC Student Senate, we _____ (Club Name) have followed and fulfilled the I.C.C. Club Grant Criteria that is stated in the Club Packet. This has been verified by the Student Senate's Commissioner of Clubs and Organizations during my clubs presentation requesting the grant and stating what the funds will be used for and how much is needed.

We agree that the money given to our Club will be used for and only for the purposes stated and written in the request for the grant as stated in the I.C.C. Club Grant Criteria section 4. I understand that if the Club uses grant funds for anything other than what is stated in our Club Grant request form, the Student Senate will respond by suspending the club for a year, and the incident will be on the Club's permanent record. The Club understands that, as stated in section 5 of the I.C.C. Club Grant Criteria, if the funds are not used within the academic year for the original plans they will be taken back by the Student Senate.

A formal chart of accounts, including receipts and invoices, will be submitted to the Student Senate at the end of the project or two weeks before the semester ends, whichever comes first.

All signatures are required to be filled **before** the Student Senate can vote on approving the I.C.C. Grant.

Club Officer

Name _____

Signature _____ Date _____

Faculty Advisor

Name _____

Signature _____ Date _____

For Office Use Only

Student Senate Commissioner of Clubs and Organizations

Name _____ Signature _____

Date _____

Dates Club Attended I.C.C.

