



CLUB GRANT CRITERIA

Each Semester Clubs have an opportunity to apply for a Club Grant that is supplemented by the Associated Student Government (ASG). A total of \$800 may be requested for any given academic year with a maximum of \$400 per semester. Paperwork and guidelines are on the following pages.

1. The requesting Club must be chartered by the Associated Student Government and must meet all criteria established by the College and the Associated Student Government.

- 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 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. All Clubs must make an oral presentation to the Associated Student Government. Persons making the presentation must be able to answer all pertinent questions the ASG may have.

4. 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 \$400 and \$800 total in one academic year.

Campus Activities: Club sponsored and organized Campus Activities that occur on campus and benefit the Student Body of Santa Barbara City College.

Educational: A Club Activity for a specific educational purpose, such as attending a conference or having a speaker visit to address your Club.

Community Activities: Club sponsored activity that benefits and involves the community of Santa Barbara County.

(Please note that the Associated Student Government 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.)

6. 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 ASG. The Club receiving the grant is required to submit all receipts and payment confirmation within a month of spending or at the end of the semester, whichever comes first. If not submitted the club will be subject to penalties including suspension and future grant restrictions

7. If the request is granted the Club must recognize the Associated Student Government as a sponsor and include this on any poster, handout, or post regarding the event.



Club Grant Application

To receive funding consideration from the Associated Student Government, a Club Representative must be at the scheduled ASG meeting in order to present the request to the Associated Student Government. 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.

Club or Organization Requesting Funding

Account Number

Student Representative and Title

Pipeline Email

Faculty Advisor Name

Phone Extension and Email

AMOUNT REQUESTED: \$_____ CURRENT ACCOUNT BALANCE\$_____

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

Benefits of this activity:

Purpose of this activity:

Itemized list of how funds will be used:

Item Dollar Amount:

\$ _____
\$ _____
\$ _____



Club Budget

Please list all income and expenses. If there is no monetary expense for a specific activity then write \$0.00.

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

A. School Activities:

B. Philanthropic and Community Projects:

Present and projected INCOME for the proposed activity.

Fundraising done for this fiscal year:

Additional Funding:

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 Associated Student Government, 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 Associated Student Government'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 6. I understand that if the Club uses grant funds for anything other than what is stated in our Club Grant request form, the ASG 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 ASG.

A formal chart of accounts, including receipts and invoices, will be submitted to the Associated Student Government within a month of spending or before the semester ends, whichever comes first.

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

Club Officer:

X _____

Faculty Advisor:

X _____

Dates Club Attended I.C.C.

Associated Student Government Commissioner of Clubs and Organization:

X _____