

Campus Life – Social/Cultural Grants

General Information

The annual Social Cultural Grant budget is \$6,000. Although the Campus Life Committee has not set an official cap for awards, a sampling of past awards is listed below.

Group/Event	Amount
Science Division/National Chemistry Week	\$ 900.00
Learning & Success Center/"More Money" Presentations	\$1000.00
Tutoring Center/Fall Chip & Dip Student Welcome	\$ 250.00
English Department/NCWF Coffeehouse	\$ 220.00
Learning & Success Center/Living, Learning, & Earning with a Disability	\$ 150.00
Science Division/Super Science Saturday	\$1000.00
Mathematics Department/Math Awareness Week	\$ 600.00
Humanities Department/Spring Concert Series	\$ 800.00

Who can apply?

- Campus Departments
- Members of the College Community (including faculty, staff, and students)

Steps to Qualify

You must:

- Be a member of the Jefferson Community College Community
- Open the program to all students
- Complete the grant application
- Submit the application in a timely fashion (at least seven business days prior to a regularly scheduled Campus Life Meeting)

Completed Applications

- Should be sent to the Campus Life Chair
- Will be reviewed by the Chair and presented to the committee for review
- May require an applicant to provide further information or to appear before the committee

Writing Tips

Applicants should make sure that the application speaks to the following areas:

- The total number of JCC students who will benefit from the program
- The level of engagement and curiosity that the proposed program provides and its connection to issues relevant to JCC students
- The program's connection to the College's mission or strategic plan
- The program's cultural significance and its ability to promote diversity
- The financial need for the request (a clearly itemized list of unmet expenses to be covered by the request and a comprehensive list of other financial resources and how those monies will be expended accompanied by supporting documentation such as contracts, merchandise price lists, etc.)

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Awarded Grants

- The Committee Chair will notify grant requesters of Committee decisions pertaining to grant applications within five days of the award
- The Director of Student Activities or designee will send in check requests/invoices
- Invoices must be submitted to the Director of Student Activities in a timely manner
- Grant requesters may be asked to give a brief presentation to the Campus Life committee after the event

Denied Grants

- The grant requestor will be notified by the Committee Chair within five days of the Committee decision
- The reason(s) for denial will be outlined
- A second review of the application may be requested; however, a second request must be justified by additional information
- The Campus Life Committee reserves the right to raise or lower the amount awarded
- The Committee also reserves the right to deny funding for any reason including:
 - Incomplete Application
 - Conflicts with another college program
 - Timeliness of application
 - Scope of Audience
 - Amount requested
 - False information
 - Inability to address personal and social growth
 - Lack of financial need

Please address questions about the Campus Life – Social/Cultural Grant Application to the
Campus Life Committee Chair.

Campus Life – Social/Cultural Grant Application

Personal Data

1. Name: _____
Last First M.I.
2. Check One: _____ Faculty/Staff _____ Student
3. Phone Number: _____
4. Email address: _____
5. Department: _____

Event

The following questions will assist the committee in the evaluation of your grant request. Feel free to forward biographical information about speakers and/or illustrations that describe the program for which you are requesting funds.

6. Name of event: _____
7. Event Date(s): _____ Location: _____

Description of event:

8. Is this event part of a larger event: ___ Yes ___ No

If yes, please provide details of that larger event:

9. Please list any academic, social, student, or athletic events that may conflict with the proposed grant-funded event:

Qualifiers

10. Indicate groups to which the program is open:

Student	_____ Yes _____ No
Faculty/Staff	_____ Yes _____ No
Community Members	_____ Yes _____ No

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11. How many people do you expect to attend _____
How many JCC students will be part of this group _____

Identify which three groups will most benefit from this program:

- ____ Traditional students
- ____ Non-traditional students
- ____ Faculty/staff
- ____ Military/veterans
- ____ Concentrations or future professions
- ____ Courses
- ____ Underrepresented or marginalized groups
- ____ Nationalities other than American

Explain how and why these three groups will most benefit from the program:

12. Please describe the level of engagement and curiosity that the proposed program provides and its connection to issues that are relevant to JCC students.

13. Explain how the program connects to the college’s mission or strategic plan.

Advertising

Briefly describe the method(s) of advertising you plan to use for this program

On Campus

Off Campus

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Expenses

- A Campus Life – Social/Cultural Grant is intended to pay for **real costs** associated with presenting a program.
- **Acceptable** expenses include: Honorariums; Lodging; Transportation/Travel; Food; Speakers Fees; Advertising/Publicity; and Printing
- **Unacceptable** expenses include: Individual or group compensation for program/event planning

Itemized Expenses

1. Have you asked for funding from other sources (i.e. Club Funds, FSA, JCC Foundation, Departmental Budgets, and New Student Services, etc.) If yes, please list all alternative funding source(s) and requested amount(s):

<i>Alternative Funding Source</i>	<i>Requested Amount</i>	<i>Approved Amount or Expected Approval/Denial Date</i>
Total alternative funding		

2. How is the requested alternative funding going to be used? Please itemize the anticipated expenditures (additional sheets may be added to this application to address such expenditures)

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3. Please specify below how much money you are requesting from Campus Life and specifically address how this money will be spent.

<i>Social Cultural Requested Expense Categories</i>	<i>Amount</i>
Honorarium/Contract	
Lodging	
Transportation/Travel	
Food	
Publicity/Advertising	
Printing	
Other (please specify)	
<i>Sub-Total (i.e. Total Cost of Event before alternative contributions)</i>	
<i>Subtract alternative contributions (approved and requested)</i>	
Total Amount Requested from Campus Life	

4. How is the requested Campus Life funding going to be used? Please itemize the anticipated expenditures below and attach additional relevant documents such as advertisements, receipts, contracts, merchandise pricing, etc., if you have it, to justify your request.

Today's Date: _____ Signature: _____