Social Cultural Committee Grant

Who can apply?
- Student Clubs and Organizations
- Academic Departments
- Members of the College Community

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 at least one month prior to the event

Completed Applications
Submit completed applications to the Social Cultural Committee Chair, Julie Roy, Rm 2-123. The Chair will review the application and forward to the SCC Committee for assessment. The grant requestor may be invited to a committee meeting to defend the application or be asked for additional clarification.

Awarded Grants
The committee chair will notify the grant requester of the outcome of the grant application. The Assistant Director of Student Activities will send in the check request/invoices. All invoices must be turned into the Assistant Director of Student Activities in a timely manner.

Denied Grants
Grant requestor will be notified by the committee chair within five days of the committee decision. Reason for the denial will be outlined. A second review of the application may be requested.

The Social Cultural 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
Please address questions about the Social Cultural Committee Grant Application to the Committee Chair, Julie Roy, Rm 2-123, 786-2339

A. Personal Data
1. Name: ____________________________________________________________
   Last                   First                   M.I.

2. Check One: ____Faculty/Staff          ____Student

3. Phone Number: ______________________


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.

5. Name of event: ____________________________________________________

Description of event:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

6. Date of event: _________ Time: _________ Location: _________________

7. Is this event part of a larger event: ____ Yes ____ No

   If yes, please provide details of that event:
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

8. Please list any academic, social, student, or athletic events that may conflict with the event:
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
Qualifiers
9. Indicate which groups to which the program is open:
   Student  ____Yes  ____No
   Faculty/Staff  ____Yes  ____No
   Community Members  ____Yes  ____No

10. How many people do you expect to attend: ___________

Please indicate the goals that most apply to this event; rank them in order of importance.
1 = Most Important  5 = Least Important

   _____ Personal, Physical, Spiritual Wellness
   _____ Diversity
   _____ Life Skills
   _____ Ecological Awareness
   _____ Intellectual/Creative Wellness
   _____ Commitment to Community

Today’s Date: _____ Signature: ________________________________

Itemized Budget

Expenses

1. A social Cultural Committee Grant is intended to pay for real costs associated with presenting a program.
   **Acceptable** expenses include
   - Honorarium/Contract
   - Food/Lodging
   - Advertising/Publicity
   - Travel
   - Speakers Fee
   - Printing

   **Unacceptable** expenses include
   Compensating individuals for their time in planning the program

2. Briefly describe the method(s) of advertising you plan to use for this program
   On Campus  __________________________
   __________________________
   __________________________
   __________________________

   Off Campus  __________________________
   __________________________
   __________________________
   __________________________
**Itemized Expenses**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Honorariums/Contact</td>
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<tr>
<td>Lodging</td>
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<tr>
<td>Food</td>
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<td>Transportation/Travel</td>
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<td>Publicity/Advertising</td>
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<td>Printing</td>
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<td>Other</td>
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<td><strong>Total</strong></td>
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<td>Subtract contributions</td>
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<td><strong>Total Amount Requested</strong></td>
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Have you asked for funding from other sources (i.e. club funds, FSA, JCC foundation, departmental budgets, etc.)

If yes, please list funding source and amount:

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<thead>
<tr>
<th>Source</th>
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