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.

<table>
<thead>
<tr>
<th>Group/Event</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science Division/National Chemistry Week</td>
<td>$ 900.00</td>
</tr>
<tr>
<td>Learning &amp; Success Center/”More Money” Presentations</td>
<td>$1000.00</td>
</tr>
<tr>
<td>Tutoring Center/Fall Chip &amp; Dip Student Welcome</td>
<td>$ 250.00</td>
</tr>
<tr>
<td>English Department/NCWF Coffeehouse</td>
<td>$ 220.00</td>
</tr>
<tr>
<td>Learning &amp; Success Center/Living, Learning, &amp; Earning with a Disability</td>
<td>$ 150.00</td>
</tr>
<tr>
<td>Science Division/Super Science Saturday</td>
<td>$1000.00</td>
</tr>
<tr>
<td>Mathematics Department/Math Awareness Week</td>
<td>$ 600.00</td>
</tr>
<tr>
<td>Humanities Department/Spring Concert Series</td>
<td>$ 800.00</td>
</tr>
</tbody>
</table>

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:

  o The total number of JCC students who will benefit from the program
  o The level of engagement and curiosity that the proposed program provides and its connection to issues relevant to JCC students
  o The program’s connection to the College’s mission or strategic plan
  o The program’s cultural significance and its ability to promote diversity
  o 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.)
Campus Life – Social/Cultural Grant Application

**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.
## 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:

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
<td></td>
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<tr>
<td>Faculty/Staff</td>
<td></td>
<td></td>
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<tr>
<td>Community Members</td>
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</tbody>
</table>
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

_____________________
_____________________
_____________________
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):

<table>
<thead>
<tr>
<th>Alternative Funding Source</th>
<th>Requested Amount</th>
<th>Approved Amount or Expected Approval/Denial Date</th>
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<tbody>
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</table>

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)

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

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

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: ________________________________________________