



ASSOCIATED STUDENTS OF SOLANO
COLLEGE
4000 Suisun Valley Road, CA 94534-3197 - (707)
864-7268



Spring 2021 ASSC Funding Request Instructions

The Associated Students of Solano College (ASSC) hereby informs you of the Process and Deadline for club, division, department, faculty, and staff requests for ASSC grant funding:

1. Obtain the **ASSC Funding Request** packet for your completion, from the Solano Community College Website <http://www.solano.edu/assc/fund.php> . Make sure you have provided all the pertinent information and the attachments requested on the forms. If an item is not applicable, please indicate so on form.
2. Email a copy of the entire Application and all supporting documents to the Student Life Email at studev@solano.edu **no later than Friday, March 12, 2021, at 12 Noon.**
3. **FOR CLUBS ONLY:** Club proposals will be placed on the Inter-Club Council Meeting agenda for presentation on **Thursday, March 18, 2021, at 12:00 p.m via Zoom (Meeting ID: 997 1252 1276)**. Upon recommendation of ICC, your request will be placed on the ASSC Agenda for presentation at its **Tuesday, March 23, 2021** meeting as an Information Item. Incomplete and late applications will not be on the agenda.
4. **ALL APPLICANTS:** On the **Tuesday, March 23, 2021 meeting**, the ASSC will hear your request from **3:00 – 5:00 p.m. via Zoom (Meeting ID: 982 9765 5991)**, **please connect on time**. You will be provided three (3) minutes to summarize your request and its merits, followed by a three (3) minute question and answer session during which you can answer any questions the ASSC may have that will clarify any pertinent information in considering your request. **Please be advised that individuals or groups failing to appear to present their requests before ASSC at this meeting will be denied funding for the semester.**

Action to approve or deny your funding request will occur at the **Tuesday, March 30, 2021 ASSC meeting**.

Late items not on the agenda and/or incomplete requests will not be considered. **NO EXCEPTIONS!**



The ASSC meetings are on **Tuesdays, 3:00 – 5:00 PM on Zoom (Meeting ID: 982 9765 5991)**. Funding requests will be placed on the ASSC Meeting Agenda in the order of their receipt.

Questions regarding the ASSC grant application process should be directed to the ASSC by leaving an email with **Alexandria Castaneda** at acastan8@solano.edu and/or an email to **ASSC Vice President, Jessa Acuyong** at jessaacuyong@gmail.com

Dates to Remember

Funding Request Due: **Friday, March 12, 2021, at Noon** *Via Email to Student Life at studev@solano.edu*

Club Presentation to ICC: **Thursday, March 18, 2021 at 12:00 p.m.- 1:00 p.m., Zoom (Zoom Meeting ID: 997 1252 1276)**

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Club/Non-Club Presentation to ASSC: Tuesday, March 23, 2021 3:00 p.m. – 5:00 p.m.
Zoom (Zoom Meeting ID: 982 9765 5991)

ASSC Action to Approve or Deny Funding Request: Tuesday, March 30, 2021, 3:00 p.m.-5:00 p.m.

Please remember that all funding requests are due via email to the ASSC Vice President (c/o Alexandria Castaneda, Director of Student Life Office) no later than 12 Noon on the designated date. Failure to comply with these deadlines will result in denial of your funding request.

Thank you,
ASSC Vice President, [Jessa Acuyong](#)

SCROLL DOWN TO SEE THE APPLICATION.



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Funding Request Checklist

Please Note: This form has been re-designed to be electronically friendly.

Dept. or Club:	
Contact Person:	Phone:
Email:	

Presenter's Name:	Phone:
Email:	

Please make sure that all items on this list are included in your packet.

	Funding Request Form completed.
	Copy of Meeting Minutes (Clubs Only)
	Three (3) independent price quotes (if requesting funds for equipment or supplies).
	Copies of announcements/registration forms (if requesting funds for conference).
	Cost estimates (break-down/itemization of anticipated expenditures).
	Please specify if you need any type of Equipment for your Presentation to ASSC

Budget Summary	Fill in amounts
ASSC Funding Amount Requested	\$
Amount Raised by Applicant	\$
College / District / Division Contribution	\$
Total Project Budget	\$

Excluded and Unallowable Costs	
Advisor's expenses (i.e., all conference costs)	Banners, T-Shirts, routine office supplies



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Fundraiser Costs (Bar-B-Q, Food Sales, etc.)	Scholarships
Conferences outside the continental U.S.	

<i>FOR OFFICE USE ONLY</i>	
Current Account Balance: \$ _____	Funding Received from ASSC (3yrs.): \$ _____
Activities Participated in: _____	I.C.C. Meetings Attended: _____

Funding Request Form

Before you request to be placed on the ASSC Agenda for consideration for funding, you must complete the entire form to avoid delays in the review process of your proposal. Please note that following this process does not insure full funding of your proposal or any funding at all. Our funding process is contingent on funds we have available and the amount of the request.

1. Please briefly explain your proposal **

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2. How have you tried to raise funds for your project/proposal? **

A. Please list fundraising attempts and/or donations you have received:

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B. Please list sources you have contacted and the response you received:

Contact:	Response:
Contact:	Response:
Contact:	Response:

C. Please attach a copy of a signed letter from your Division Dean and/or Primary source of funding describing why funding was denied by them.



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3. Why should ASSC fund this proposal? Please explain the overall benefit to SCC students. Please provide a detailed rationale.

4. Provide the following information with this form.

A. Vendor/Price quote information

B. Advertisements

C. Photos, Descriptions, Diagrams

5. What makes your Program/Club an asset to this Campus? **

6. Please list the last 3 ASSC-sponsored events/activities that your Program/ Division/Club has participated in or contributed to, and list dates.

Function	Date	Location

7. Please list the last 3 community events/activities, your Program/Division/Club has participated in or contributed to, and list dates.

Function	Date	Location



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8. Has your Program/Division/Club received any professional and/or educational awards?		Yes	No
If yes, please list:			
Name		Reason	

9. Does your Program/Division have any off Campus affiliations or partnerships?		Yes	No
If yes, please list:			
Name		Type of Affiliation	

10. How many times has ASSC granted funds for your Program/Division/Club?	
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11. How much have you received from ASSC in the last 3 years?	\$
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12. Does your Program/Division/Club offer any scholarships?		Yes	No
If yes, please list:			
Scholarship Type		Amount	



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