



## ASSOCIATED STUDENTS OF SOLANO COLLEGE

4000 Suisun Valley Rd., Fairfield, CA 94534-3197  
+1 (707) 864-7268  
[www.solano.edu/assc/](http://www.solano.edu/assc/)



# FALL 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:

**STEP 1: Obtain the ASSC Funding Request packet** from the Solano Community College website (<http://www.solano.edu/assc/fund.php>).

Note: 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.

**STEP 2: Email the completed packet and all supporting documents** to the Student Life Office email at [studev@solano.edu](mailto:studev@solano.edu) no later than September 14, 2021 (Tuesday), 12:00 NN PST.

**STEP 3: Present during the ASSC meeting (required).**

*Incomplete and late applications will not be considered or placed on the agenda. 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.*

**FOR CLUBS ONLY:** Club proposals will be placed on the Inter-Club Council (ICC) Meeting agenda for presentation on [to be determined]. Upon recommendation of ICC, your request will be presented to the ASSC as an Information Item on September 21, 2021 (Tuesday), 3:00 – 5:00 PM PST via Zoom ID 982 9765 5991.

**FOR ALL APPLICANTS:** The ASSC will hear your request on September 21, 2021 (Tuesday), 3:00 – 5:00 PM PST via Zoom ID 982 9765 5991. 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.

**STEP 4: ASSC will take action to approve or deny your funding request** on September 28, 2021, 3:00 – 5:00 PM PST via Zoom ID 982 9765 5991.

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

**ANY QUESTIONS OR CONCERNS?** Please feel free to reach out to **Dr. Rischa Slade** ([Rischa.Slade@solano.edu](mailto:Rischa.Slade@solano.edu)) and/or **ASSC VP Kelvin Chan** ([kelvinchan651@gmail.com](mailto:kelvinchan651@gmail.com)).



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## Dates to Remember

<i>Date/s:</i>	<i>Time:</i>	<i>Information:</i>
September 14, 2021 Tuesday	12:00 NN PST	<b>ASSC Club Funding Request DEADLINE!</b> E-mail all forms and requirements to Student Life Office ( <a href="mailto:studev@solano.edu">studev@solano.edu</a> )
TBD	TBD	<b>Club Presentation to ICC</b>
September 21, 2021 Tuesday	3:00 – 5:00 PM PST	<b>Club and Non-club Presentation to ASSC</b> Meeting ID: 982 9765 5991
September 28, 2021 Tuesday	3:00 – 5:00 PM PST	<b>ASSC Action on Fund Requests</b> Meeting ID: 982 9765 5991

**Please remember that all funding requests are due via email to the ASSC Vice President Kelvin Chan (c/o Dr. Rischa Slade, Director of Student Life Office). Failure to comply with these deadlines will result in denial of your funding request.**

Thank you,  
Kelvin Chan  
ASSC Vice President  
[kelvinchan651@gmail.com](mailto:kelvinchan651@gmail.com)

↓↓ SCROLL DOWN TO SEE THE FUNDING REQUEST CHECKLIST ↓↓



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## Funding Request Checklist

<b>Dept. or Club:</b>	
<b>Contact Person:</b>	<b>Phone:</b>
<b>Email:</b>	

<b>Presenter's Name:</b>	<b>Phone:</b>
<b>Email:</b>	

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	\$



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Excluded and Unallowable Costs	
Advisor's expenses (i.e., all conference costs)	Banners, T-Shirts, routine office supplies
Fundraiser Costs (Bar-B-Q, Food Sales, etc.)	Scholarships
Conferences outside the continental U.S.	Donations outside of Solano College

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

↓↓ SCROLL DOWN TO SEE THE FUNDING REQUEST FORM ↓↓



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## Funding Request Form

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

### 1. Please briefly explain your proposal \*\*

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

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

#### 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.**

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**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? \*\***

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

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

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

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

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

THANK YOU!

Please email the fundraising checklist, application, and other supplemental documents to the Student Life Office ([studev@solano.edu](mailto:studev@solano.edu))