



# ASWCC Funding Request Form

Funding requests will be reviewed by the ASWCC Executive Board, the ASWCC Senate, and/or ASWCC Interclub Council on a case-by-case basis. Requests must be relative to the education and success of current Whatcom Community College students, as directed by the ASWCC Financial Code.

Organization/Individual(s): \_\_\_\_\_

Requester Name (contact person): \_\_\_\_\_ Email: \_\_\_\_\_

Advisor/Supervisor: \_\_\_\_\_ Email: \_\_\_\_\_

Request Title: \_\_\_\_\_

Request Date: \_\_\_\_\_ Date Needed (at least 2 weeks prior request date): \_\_\_\_\_

<b>Total Cost of Project/Item(s)</b>	
Are you asking this whole amount from the ASWCC?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If no, how much are you requesting from the ASWCC?</b>	



1. Please write a brief description of this request.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is this request permissible for S&A fees? (If you are unsure of permissible uses, please ask for a copy of *Guidelines on the use of Services and Activity Fees* or *Killian Outline*)  Yes  No

3. Have you previously received funding from Service and Activities Fee? If yes, when and how much?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Required:** If request is for travel, initiate a meeting with the Director for Student Life and Development to discuss **travel cost**

**Please attach the following documents:**

Descriptions of goals, objectives, target population, expected use by students/faculty and the benefits to the ASWCC.

Attached letter of support from your advisor, faculty, or staff member

Deadline: 4 business days before the meeting or council at which will be presented

### PROJECT BUDGET

**LIST EXPENSES:** (Please list total project, including items funded from other sources)

ITEM	DESCRIPTION	AMOUNT
<b>Total Cost of Project</b>		

**OTHER SOURCES OF FUNDING** (i.e.: fundraising, departmental support, or individual support)

FUNDING SOURCE	AMOUNT	
<b>Total amount of expenses already covered</b>		

**Total Amount Requesting from ASWCC**

<b>FOR OSLD STAFF USE ONLY</b>	
<p><i>This Funding Request for (request title) _____</i>  <i>from the _____ budget has been approved in the amount of \$ _____.</i>  <b><i>Proposals that are not approved will be returned to the requester with a memorandum of explanation via email.</i></b></p>	
<p>Signature of ASWCC Executive Board officer</p>	<p>Date</p>
<p>Signature of Executive Board Advisor</p>	<p>Date</p>