



ASWCC Funding Request Form

Funding requests will be reviewed by the ASWCC Executive Board and the Student Senate on a case-by-case basis, as funds are available and relevant to the mission of the Associated Students of Whatcom Community College. Requests must be relative to the education and success of Whatcom Community College students, as directed by the ASWCC Financial Code.

Organization/Individual(s): _____ Date: _____

Project Manager (contact person): _____ Email: _____

Supervisor/Dpt. Chair: (if applicable) _____ Email: _____

Item(s) Name: _____

Date Needed: _____ Senate Meeting Date: _____

Total Cost of Project/Item(s): _____ Amount Requested: _____

Is this project supported by your department? Please provide information on how your department is providing support. If your department is NOT providing support please explain why.

Have you previously received funding from Service and Activities Fee? If ever, please explain. (When? How much?)

Signature of Project Manager: _____

Required Materials/ Needs

- Description of item request (limit to a maximum of 3 paragraphs)
- Descriptions of goals, objectives, target population, expected use by students/faculty and the benefits to the department/WCC Community. (Limit requests to a maximum of 2 pages)
- Attached letter of support from your faculty, staff member, or advisor (Strongly Advised)



PROPOSED BUDGET

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

ITEM	DESCRIPTION	AMOUNT
Total Cost of Project		

OTHER SOURCES OF FUNDING (ie: fundraising, department support, or individual support)

FUNDING SOURCE	AMOUNT
Total amount of expenses already covered	

Total Amount Requesting from ASWCC

Signature of ASWCC Executive Board Date

Signature of Executive Board Advisor Date

*This Funding Request for _____ has been approved in the amount of \$_____.
Proposals that are not approved will be returned to the project manager with a memorandum of explanation.*