



ASG Helpful Hawks Project

The Santiago Canyon College Associated Student Government (SCCASG) is a group of student leaders who represent, protect, and defend the rights of every student at Santiago Canyon College. The Associated Student Government advocates for student activities, programs, events, clubs, and other innovative actions. As student leaders it is our duty to enhance pathways to improve student success on campus.

To further develop student success the Santiago Canyon College Associated Student Government (SCCASG) will be honoring campus clubs, departments, and programs additional funding from the ASG budget. Clubs, departments, and programs may participate by adhering to the required procedures for additional funding. Applicants must complete the **Application for Funding Request Form**, and follow up with the final process during the selection period.

Eligibility: All staff, faculty, club advisors, departments, and programs of Santiago Canyon College.

The requested funds must provide a direct student benefit whether the funding is allocated towards classroom supplies, funding for trips to conferences or colleges, equipment, t-shirts, etc. The item(s) requested must clearly be stated along with how it will benefit the students of SCC in the **ASG Application for Funding Request Form**.

Application Timeframe:

1. Open application period: 11/7/2017-11/22/2016
 - a. Deadline: Tuesday, November 22, 2016 12:00 PM
2. Completed Applications can be submitted in the following manner:
 - a. Email Application to casares_diana@sccollege.edu
 - b. Subject Line: Helpful Hawk Project
3. Awardees will be notified by December 9, 2016

Application Criteria:

1. A Completed Application will only be accepted for review.
2. A budget request cap is enabled for Programs and Clubs:
 - a. Funding Request cap for Departments and Programs: \$1500
 - b. Funding Request cap for Clubs: \$300
3. All applications submitted must be typed using the Essay Prompt provided on the ASG Application for Funding Request Form.

Process after Submission:

- 30 Awarded Applicants must publicly acknowledge that their additional allocated funds were provided by the Associated Student Government (ASG).
- 40 Awarded Applicants must also support the Associated Student Government (ASG) by a form of deployment (i.e. a form of display that states “Your student dollars at work brought to you by SCCASG” along with the SCCASG logo visibly shown)
 - c0 Contact SCCASG for the official logo 714-628-4913.
- 50 Faculty, Departments, Club Advisors, and Programs must promote the Student Life and Leadership Center to SCC students when presenting how the allocated funds were spent.
- 60 Faculty, Department, Club Advisors, and Programs must promote the Associated Student Government (ASG) to SCC students when presenting how the allocated funds were spent.
- 70 All receipts must be turned in 10 business days after the funds are spent on the designated event/program.
 - a. If items were purchased that were not outlined in the application then the dollars that were spent on those items must be paid back in full to SCCASG.
- 80 SCC will provide a receipt for the funds.

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Funds are not guaranteed. If all criteria are fully met, ASG reserves the final discretion to grant awards. Awarded funds shall not be used for stipends or salaries. Awards are based on availability of funds in the ASG budget. If any organization or department affiliation needs additional funding after ASG Council approval, said organization must reapply through the same process.



Application for Funding

Request Form

Please read the questions carefully to properly fill out and construct the Application for Funding before submission.

- Fill out the attached Application Form :
 - Club/Department/Program Name:
 - Representative Name/Title:
 - Amount of Funding Requested:
 - Have you requested or received funding from Helpful Hawks before?
- (*Departments and Programs Only*) Type a 1-2 paragraph response on the next page, explaining why you are requesting additional funding from SCCASG. Please be sure to address the following points:
 - Description of what the funding will be allocated towards.
 - Objective of allocation of rewarded funding.
 - Date, Time, Duration, and Venue Event/Program will be taking place
 - Who will be involved in the construction of Event/Program along with who will be participating?
 - How will the Event/Program outcome be successful?
 - How will ASG advertisement be used (e.g. banner, sticker, ASG logo, etc.)?
 - How will students be informed that their student dollars are being allocated?
- (*Clubs/ Advisors Only*) Type a 1-2 paragraph response on the next page, explaining why you are requesting additional funding from SCCASG. Please be sure to address the following points:
 - Description of what the funding will be used towards. (e.g. T-shirts)
 - Date, Time, Duration, and Venue that the Event will be taking place
 - Who will be involved in the construction of Event along with who will be participating?
 - How will ASG advertisement be used (e.g. banner, sticker, ASG logo, etc.)?
 - How will students be informed that their student dollars are being allocated?

Application for Funding

Request Form (Continued)