



ASSOCIATED STUDENTS OF SOLANO COLLEGE

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



Fall 2023 ASSC Funding Requests 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 Student Development Office, Room 1425, or on the Solano Community College website (www.solano.edu/assc/)

Note: Make sure you have provided all the pertinent information as well as the attachments requested on the forms. If an item is not applicable, please indicate so on the form.

STEP 2: Deliver 5 copies of the entire application and all supporting documents to the Student Development Office no later than October 24, 2023 12:00pm PST, or email the completed packet and all supporting documents to the ASSC email at assc@solano.edu by the stated deadline of noon on October 24, 2023.

STEP 3: Present During the November 8th 12:30pm – 2:00pm ASSC Meeting in Room 1421. 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 practice presentations on November 1, 2023 11:00am – 12:00pm in Room 1421. Upon recommendation of ICC, your request will be presented to the ASSC as an information item for presentation to the ASSC on November 8, 2023 12:30pm – 2:00pm in Room 1421.

FOR ALL APPLICANTS (e.g., Divisions, Departments, Staff, etc.): The ASSC will hear your request on November 8, 2023 12:30pm – 2:00pm in Room 1421. 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.

Note: The Fall 2023 ASSC Meetings are on Wednesdays, 12:30pm – 2:00pm in Room 1421. Funding requests will be placed on the ASSC Meeting Agenda in the order of their receipt.

STEP 4: The ASSC will take action to approve or deny your funding request on November 15, 2023 12:30pm – 2:00pm in Room 1421.

Any questions or concerns? Feel free to reach out to Terri Martin in the Student Development Office via email at Terri.Martin@solano.edu and/or the ASSC at assc@solano.edu



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Important Dates & Deadlines

Dates:	Time:	Information:
October 24, 2023 Tuesday	12:00pm	ASSC Club Funding Request Deadline Turn in all forms and requirements to Room 1425 <i>OR</i> Email all forms and requirements to the Student Life Office (studev@solano.edu)
November 1, 2023 Wednesday	11:00am – 12:00pm	Club Practice Presentation to ICC
November 8, 2023 Wednesday	12:30pm – 2:00pm	Club and Non-Club Presentation to ASSC
November 15, 2023	12:30pm – 2:00pm	ASSC Action on Funding Requests

Please remember that all funding requests are due via email to the ASSC Vice President Diana Solis (c/o Student Development Office). Failure to comply with these deadlines will result in the denial of your funding request.

Diana Solis, ASSC Vice President
assc@solano.edu

Student Development Office
studev@solano.edu



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Funding Request Checklist

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



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FOR OFFICE USE ONLY

Current Account Balance: \$ _____ Funding Received from ASSC (3yrs.): \$ _____

Activities Participated In: _____ ICC Meetings Attended: _____

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 **

[Empty space for proposal explanation]

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

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

[Empty space for fundraising attempts]

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

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



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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.

3. Why should ASSC fund this proposal? Please explain the overall benefit to students as well as 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? **



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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

8. Has your Program/Division/Club received any professional and/or educational awards?

Yes

No

If yes, please list:

Name	Reason



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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
	\$
	\$
	\$

Please email the fundraising checklist, application, and other supplemental documents to the Student Life Office (studev@solano.edu) and ASSC (assc@solano.edu). Thank you!