



SCCASG 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 SCCASG advocates for student activities, programs, events, clubs, and other innovative actions. As student leaders it is our duty to enhance pathways to student success on campus.

To support this goal the SCCASG will be awarding student-serving campus departments, programs, and organizations grants from the SCCASG budget under the mantle of the **Helpful Hawks Project**. In order to be eligible to receive a grant, applicants must complete the **Application for Funding Request Form**.

Eligibility: All staff, faculty, club advisors, departments, and/or student programs on campus.

The requested funds must provide a direct benefit to the student body, whether the funding is allocated towards classroom supplies, funding for trips to conferences or colleges, equipment, etc. The item(s) that are/is being requested must clearly be stated along with how this expenditure will benefit the students of SCC in the **SCCASG Application for Funding Request Form**.

Application Timeframe:

1. The application period will begin on Monday, October 15th, 2018.
 - a. Deadline to submit for **2018-2019 Funding**: Monday, November 5th, 2018.
2. Completed applications can be submitted in the following manner:
 - a. Email application to bustamante_robert@sccollege.edu and casares_diana@sccollege.edu;
 - b. Turn in a hard copy to Diana Casares, Student Services Coordinator in room A-206;
 - c. Turn in a hard copy to Vincent Vargas, SCCASG Vice-President of Senate/Helpful Hawks Committee Chairperson in room A-205.
3. Applications will go through a review process performed by the Helpful Hawk Committee, a committee comprised of ASG members, after the application period closes.
 - a. The Helpful Hawk committee shall convene and review applications based on a rubric, to be established by the members of the Helpful Hawks Committee.
4. The Helpful Hawk committee shall then pass on their recommendation to SCCASG Council for a final vote of approval.
5. All awarded applicants will be notified within 1-2 weeks of the application deadline.

Application Criteria:

1. Completed applications must be submitted for review and adhere to all criteria as outlined.
2. Programs and clubs may request:
 - a. Funding request cap for programs: up to \$1500

- b. Funding request cap for clubs: up to \$300
3. Only one (1) funding request shall be accepted per organization per semester.
4. Complete the **SCCASG Application for Funding Request Form**.
5. All applications submitted must be typed.

Additional Procedures:

1. Awarded applicants must publicly acknowledge that their additional allocated funds were provided by the Santiago Canyon College Associated Student Government (SCCASG) for any events/activities utilizing such funding.
2. In addition, all awarded applicants shall provide a brief written report to the SCCASG describing how the awarded monies were utilized to serve SCC's student body. This report shall be prepared and submitted no later than 6/30/2019.

If all criteria are fully met, SCCASG reserves the final discretion to grant awards. Funds are not guaranteed upon submission of application. Awarded funds shall not be used for stipends or salaries. Awards are based on availability of funds in the SCCASG budget.



Application for Funding Request Form

Please read the following instructions carefully on how to properly fill out the Application for Funding before submission.

- Create a cover page that contains the following items each on a separate line;
 - State the name of the faculty, department, club advisor, or program that is requesting the additional funding;
 - Provide the date application is submitted;
 - Amount of funding being requested.
- Type a 2-3 page response, typed in size 12 font, Times New Roman and 1 inch margins explaining why you are requesting additional funding from SCCASG. Please be sure to address the following points:
 - A description of that individual or group requesting funds.
 - What is the group/individual's name?
 - What is the group/individual's mission/goal?
 - What student population does the group/individual serve?
 - Describe what the funding will be allocated towards.
 - Describe the objective for the funding – what will be accomplished?
 - Describe how the funding will directly benefit the student body of SCC. How many students will be served?
 - List the date, time, and location the event/program will be taking place (if the request is for an event/program).
 - Who will be involved in the execution of the event/program (if the request is for an event/program)? Who will be participating?
 - How will ASG advertisement be used (e.g. banner, sticker, ASG logo, etc.)?
 - Any additional data or information that may support your application.