## MOORPARK COLLEGE CO-CURRICULAR COMMITTEE

## Request for funds

Please complete this request form in its entirety; the decision to allocate funds will be based solely upon the information presented in this application. Please be specific and thorough; the committee will not hear oral presentations. Given the competition for funds, it is important that your request be realistic and includes only funds you actually need.

- 1. Person or group making request:
- 2. Dates by which funds are needed:
- **3.** Dates by which expenditures will be completed:
- 4. Amount requested \$\_\_\_\_\_\_ (Include in the amount all taxes, shipping, handling, and other included expenses. Actual quotes are recommended. Attach a copy of your total event budget and an estimate to this request form.)
- 5. Total estimated budget for your event/project \$\_\_\_\_\_.
- 6. Explain how the funds are to be used. (Be specific. If necessary, attach a sheet with additional details. Include a plan and schedule for completing the project and making expenditures. Attach a copy of your total budget for this proposal.)

7. If the Co-curricular fund does not fully fund your request, do you have other sources to supplement funds for this project? (Be specific):

8. Explain the benefits of this proposal to the student population (*how many students will be affected*) and how does the proposal meet the Co-curricular guidelines.

I understand that the allocated funds are for the proposed project only. Funds may not be carried over until next semester. All funds not expended will be retained in or returned to the Co-curricular Committee account. It is understood that the decisions of the Co-curricular Committee are final.

The information above is correct to the best of my knowledge.

Signature of applicant

Print name of applicant

Applicant campus phone number

Acknowledgment of advisor/Dean

Signature

Print name of advisor/Dean

Date

## Applications are accepted during the Fall and Spring Semesters.

- Fall semester due dates
  - o First Award
    - Applications are due by the second Friday in September
    - Funds awarded the third Friday in September
  - <u>Second Award</u>
    - Applications are due by the second Friday in October
    - Funds awarded the third Friday in October
- Spring semester due dates
  - o First Award
    - Applications are due by the last Friday in January
    - Funds awarded the first Friday in February
  - o Second Award
    - Applications are due by the second Friday in March
    - Funds are awarded the third Friday in March

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