



PROGRAMMING COMMITTEE

APPLICATION TO REQUEST ADDITIONAL FUNDING

APPLICATION INSTRUCTIONS: This application is to request funding from the Associated Students Programming Committee. **This form is not needed if a club is seeking to spend money it already has in its account;** rather, this is for requests when an organization does not have sufficient funding to pay for its intended expenditures and is seeking financial support from the Associated Students to implement their goals.

Complete each section of the application as comprehensively as possible. Once finished, submit application and supplemental documents to the Director of Budget & Finance at the Student Activities Office or email it to ASMCFinance@vcccd.edu. Funding applications must include each item named in the checklist at the end of this document. Funding packets missing any of the required supplemental documentation may be returned.

GENERAL APPLICANT INFORMATION

Club/department name: _____ Email address: _____
Applicant's full name: _____ Phone number: _____
Date app is submitted: _____ Date funds needed*: _____

**On-campus requests may take at least 2 weeks to be fulfilled, and off-campus requests may take at least 4 weeks to be fulfilled.*

CURRENT TRUST ACCOUNT INFORMATION

Trust account number (if known): _____ Trust account balance (if known): \$ _____

**Please verify trust balance with ASMC Director of Budget & Finance if you are uncertain.*

FUNDING REQUEST INFORMATION

of club members: _____ Event/Activity Date: _____ Location: _____

SUPPLEMENTAL DOCUMENTATION INFORMATION

Please respond to the two supplemental questions in the spaces provided on the next page. If additional space is needed, an additional sheet may be attached to allow for applicants to provide comprehensive answers. Applications will be considered incomplete without responses to the questions.

Q1: Describe your funding need, including information about which students will benefit from this financial support.

Q2: How will this event or purchase build leadership, encourage academic success among students, and/or enhance campus life?

Q3: How does this funding request align with your club's mission (or the Moorpark College mission, for funding requests submitted by MC academic or student service departments)?

PROJECTED ITEMIZED EXPENSES

Please provide the exact costs associated with your request. Prices should be derived from quotes or information you received from businesses, conferences, and/or professional services and not based on your "best guestimate" of what the costs would be. **Please provide supplemental documents to justify where these price points derive from. Sample supplemental documentation includes quotes from vendors or screenshots of items or expenses.** Depending on your request, sample expenses you would include in this section are conference registration costs, hotel expenses, airfare costs, facility rental fees, honorariums, printing costs, and food service, among others.

Description of item or expense requested:	Quantity needed:	Price per unit:	Total unit cost:
Total amount of financial support requested from ASMC Programming Committee:			\$

ACKNOWLEDGEMENT OF APPLICATION GUIDELINES

By signing below, you are confirming you have read this application in its entirety and may be held accountable for its contents. You also acknowledge and, in some instances, take responsibility for the following application guidelines:

- **It is up to the applicant to submit all documentation necessary** for the ASMC Programming Committee to make an informed decision regarding your funding request. Please submit any additional documentation along with this form to provide complete information.
- **The information contained herein is as accurate as possible**, and that this application for funds satisfies all requirements and conditions as set forth by the Programming Committee. If any information on this document is found to have been willfully falsified, then you acknowledge that your trust account will be frozen until next year.
- If funding is awarded, **ASMC will be named as a co-sponsor of the event on all advertising materials**, and that failure to do so could result in your organization being prohibited from requesting funds from the Committee for the remainder of the academic year.
- **It is mandatory that a club or departmental representative attend the Programming Committee meeting** at which your request will be considered, and that failure to do so may result in your request being denied
- It can take at least two weeks for on-campus requests to receive funding, and at least 4 weeks for off-campus requests to be funded.
- **Supplemental documents are a required portion of this funding application.** These documents must include the answers to both questions on page one, as well as the justification of all price points you have provided on page two.
- Some applications may require the use of petty cash. These applications may include, but are not limited to, perishable items for club meetings or events. For all requests, **petty cash spending may not exceed \$200 per event or activity.**
- **Off-site travel guidelines:** A VCCCD employee must travel with students to all off-campus events; students requesting funding for mileage reimbursement must have first requested the use of a MC Van; daily per diem cannot exceed \$25 per person; students who wish to stay on a rental property during their travel (e.g., Airbnb), must provide three price points from hotels to justify why a rental property is more financially responsible than staying in a hotel. Also, advisors should have their own room separate from students when traveling.
- **For all on-campus requests:** Please visit the "Resources for Current Student Organizations" page on our website to find the appropriate procedure for hosting your event.

APPLICATION PACKET CHECKLIST

- Did you attach **proof of pricing** (including but not limited to vendor quotes or screenshots of pricing) or a thorough explanation of pricing when quotes, screenshots of items, or formal estimates are unavailable?
- Did you **answer the Supplemental Documentation Information questions** to allow the Committee to understand how the funding request will benefit Moorpark College Students?
- Did you **attach a copy of meeting minutes** to demonstrate that your club voted to request these funds and to spend them for this purpose?

Applicant's signature

Today's date

Advisors, by signing this application, you are confirming you are completely aware of this request for funding. You are also acknowledging that all club student travel requires a VCCCD employee to accompany the group.

Advisor's signature

Today's date