



Associated Students of
Moorpark College (ASMC)
APPLICATION FOR FUNDING

For Programming Committee Use Only	
Date Reviewed: / /	Amount Approved:
Action Taken:	Account: ICC / Programming

Submit completed application and any supplemental documents to ASMC Director of Budget & Finance at the Student Activities Office in the Campus Center.

GENERAL APPLICANT INFORMATION

Today's date (MM/DD/YYYY): _____ Date funds are needed by (MM/DD/YYYY): _____
 Student club/department name: _____ Email address: _____
 Applicant's name: _____ Phone number: _____

CURRENT TRUST ACCOUNT INFORMATION

Trust account number: _____ Current trust account balance: \$ _____

FUNDING REQUEST INFORMATION

of members in club (if applicable): _____ Date(s) of event/activity: _____ Location: _____

Describe your need for funding, including information about which students and how many students will benefit from this financial support.
 (Please attach additional documentation if needed.)

How will this event or purchase build leadership, encourage academic success among students, and/or enhance campus life at Moorpark College? (Please attach additional documentation if needed.)

PROJECTED ITEMIZED EXPENSES

Please provide estimates of costs associated with your request. These estimates 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. 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 cost

Total amount requested from ASMC Programming Committee: \$

ACKNOWLEDGMENT OF APPLICATION GUIDELINES

Please note that **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.

By signing, **you acknowledge that 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.

By signing, you also acknowledge that 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.

By signing, you recognize that **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.

Applicant's signature

Date

Advisor's signature

Date

NEXT STEPS

The Chair of the ASMC Programming Committee will contact you after the application is received to notify you of the date and time of the meeting at which your application will be reviewed. If you have not heard from the Chair within 72 hours of submitting the request, please feel free to email the Chair at **ASMCFinance@vccd.edu**.

If funds are awarded, please be aware that it can take 7-10 business days for the funds to be transferred from the ASMC funding account to your club or department's trust account. Thank you for supporting our students and campus life at Moorpark College!