



## ASBG Budget & Finance Committee Funding Request

### **Deadlines:**

Applications must be submitted by 12:00pm on the Wednesday before you wish to have it reviewed by the Budget & Finance Committee. Budget & Finance committee will either recommend or not recommend for approval to the ASBG council at the next board meeting. Board meetings are held each Monday, 12:30pm-1:50pm in G106A. If you have questions, please contact Stephanie Robb in the Student Activities office G105 or [srobb@hancockcollege.edu](mailto:srobb@hancockcollege.edu).

### **Eligibility:**

Only AHC students, staff or faculty are eligible for funding. Only clubs approved by ASBG are eligible for funding. Proposals received from organizations will be reviewed on a case-by-case basis.

### **Eligible Events:**

Events must substantially benefit the AHC student community. Only planned programs with detailed cost breakdowns will be considered.

### **Support:**

Full funding is never guaranteed. Please remember that funds do run out as the year progresses. It is in your best interest to apply for funds as early as possible.

### **Obligations of the organization:**

- **Prior to the Event:** Collect all paperwork, methods of payment, and any other important materials for the organization or applicants. Submit all required documentation. Completed the application, provide original invoices and/or receipts
- **After ASBG approves the funding:** Meet with the funding board Treasurer or ASBG Advisor to pick up the funding results the day after the ASBG meeting (Thursday). Meet with Advisor to review payment processes and timeline for your event. Ensure that the logos of ASBG are prominently displayed on all publications and promotional materials printed after the funding is approved.
- **After the event is completed:** It is recommended that you send a representative to the ASBG meeting after your event. ASBG meetings are held each Wednesday from 12:30-1:50 in G106A. If your organization fails to fulfill any of the responsibilities, money funded to the organization for the event by ASBG is not promised or owed to you or your vendors. Additionally, your organization may have its access to funding revoked for the next semester.



**ASBG Budget & Finance Committee**  
**Funding Application**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you using club funds for this event? Y / N \_\_\_\_\_ Amount \$ \_\_\_\_\_

If so, from where? \_\_\_\_\_ Club account balance \$ \_\_\_\_\_

Any additional funding? Y / N \_\_\_\_\_ From where? \_\_\_\_\_

Event/Activity Title: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Please provide a brief explanation of the event: \_\_\_\_\_

\_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Total Cost \$: \_\_\_\_\_ Total Amount Requested \$: \_\_\_\_\_

What is the purpose of this event? \_\_\_\_\_

\_\_\_\_\_

How will this funding enhance/support your vision as an organization? \_\_\_\_\_

\_\_\_\_\_

How will this funding enhance/support AHC student body and/or community? \_\_\_\_\_

\_\_\_\_\_

Is this event/program open to all AHC students? Y/N if not, who will attend? \_\_\_\_\_

\_\_\_\_\_

### Line Item Budget

Please complete the following line item budget for your request or create your own using similar formatting. For each individual expense listed, please complete an Individual Expense Description form.

Expense Type		Expense	Total
Equipment/ Venue Rentals			
Ads/Flyers/ Posters			
Supplies			
Contracts			
Transportation/ Parking			
Postage			
Food			
Vendors			
Other			
		<b>Total</b>	<b>\$</b>