

# Cowell College Senate Funding Request

Before attending a Cowell Senate meeting and requesting funds, be sure to read the reverse of this form: "Cowell Senate Funding Guidelines."

In order to be on the Cowell Senate agenda, e-mail [cSenate@lists.ucsc.edu](mailto:cSenate@lists.ucsc.edu). Include your name, contact information, nature of your request, and date of desired meeting to attend.

Come prepared with this form completed, your itemized budget, and answers to all questions on the reverse of this form.

Name of project for which funding is requested: \_\_\_\_\_

Amount you are requesting from Cowell Senate: \$ \_\_\_\_\_

## Your Contact Information:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone # (s): \_\_\_\_\_

## Your Affiliation: (select one)

I am with an official SOAR or Student Media organization.

Org. name: \_\_\_\_\_ Advisor's name: \_\_\_\_\_

Advisor's e-mail: \_\_\_\_\_ Advisor's phone: \_\_\_\_\_

I'm with a campus Unit or non-SOAR Organization.

Unit's name: \_\_\_\_\_ FOAPAL Account #: \_\_\_\_\_

Billing Contact name: \_\_\_\_\_ Billing Contact email: \_\_\_\_\_

I'm an individual unaffiliated with any sponsoring unit/organization.

This is a Cowell project overseen by the Programs Office and associated students.

(circle one): Senate Member, Program Assistant, RA, Orientation Leader: \_\_\_\_\_

[A copy of final request should go to supervising staff member: (circle one) Kara / Karen ]

*This section for official Senate use only. To be completed by Senate Treasurer for approved requests.*

Date of meeting attended: \_\_\_\_\_

Funding Restrictions: \_\_\_\_\_

Amount(s)	Account Code(s)
\$ _____	_____
\$ _____	_____

Date Senate Treasurer submitted form to CPC: \_\_\_\_\_

Date CPC submitted form to Financial Analyst: \_\_\_\_\_

# Cowell Senate Funding Guidelines

- ◆ To request funding, you must provide this form, fully completed at the Cowell Senate meeting when you make your presentation. *If you do not provide the fully completed form in this timeline, you may lose any funding that you are awarded.*
- ◆ Those requesting funding from Cowell Senate must send to our meeting an official representative who is prepared to present and answer all questions.
- ◆ Individuals, groups, organizations, etc. requesting funding from our Senate must make their official request in front of the Senate at least 2 weeks before their event/publishing date occurs or funding is needed. All information is needed at the time of presentation. Requests made less than 2 weeks prior to project will not be considered.
- ◆ Organizations that are part of SOAR, OPERS or Student Media must first request funding from CORE before they request funding from Cowell Senate.
- ◆ Individuals, groups, organizations, etc. cannot return for *additional* funding from our Senate unless all other funding options have been exhausted (including but not limited to CORE, SUA, Provosts & outside businesses, etc. [in the form of advertisements & supplies, for example.])
- ◆ Itemize your total budget as much as possible and attach on a separate sheet.
- ◆ Please attach another sheet outlining the following:  
(At minimum, come prepared to answer any and all of these questions.)
  1. Please describe the nature and goals of your event.
  2. What is the location of your event?
  3. How many Cowell students are in the planning phase of the event/project?
  4. What is your expected attendance or expected benefit of your proposal?
  5. How many other organizations have you previously contacted for funding? How much have you received from each?
  6. Is this the first time you have done this event/publication/etc.? Please describe previous experience with this project.
  7. For publications (newspapers, magazines/journals etc.): How many copies will you print? Where will you distribute them?
  8. Are you willing or prepared to recognize the Cowell Senate as a sponsor of your event? How?
  9. How will you publicize your event/publication/etc?
  10. Do you plan to come back to Cowell Senate for funding in the future? Roughly how many times do you plan to come back (this quarter, this year)?