

Cowell Senate Funding Request Form

2018-2019

Before attending a Cowell Senate meeting to request funds, be sure to read the reverse of this form. In order to request to be on the Cowell Senate agenda, e-mail csenate@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 questions on the reverse of this form.

Name of your Organization: _____ Amount requested: \$

Name of project/event: _____

Date(s)/time/location of program/project: _____

Your Info Below: _____ Is this program/project open to all students? _____

Name: _____ Email: _____ Phone #: _____

Your Affiliation: (select one)

I am with an official SOMeCA organization (SOAR, Student Media, CAD)

Org. name: _____ Advisor's name: _____

Advisor's e-mail: _____ Advisor's phone: _____

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

Unit's name: _____ FOAPAL Account #: _____

Billing Contact name: _____ Billing Contact email: _____

This is a Cowell project overseen by Programs, Res Life, Provost and associated students.

(circle one): Senate Member, Program Assistant, RA, CRE, other: _____

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

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

(Note: Cowell Senate cannot transfer funds to individuals. You must be affiliated with or sponsored by a campus unit.)

This section for administrative use only by Senate Treasurer, CPC and Financial Analyst.

Date of meeting attended: _____ Amount Awarded: \$

Funding Restrictions: _____

Treasurer's Signature: _____ Date: _____

CPC Signature: _____ Date: _____

_____ Date Senate Treasurer submitted form to CPC

_____ Date CPC submitted form to SOMeCA (cc: Liz Cowan)

If checked, receiving unit is to return funds to Cowell Senate if not all are used for intended purpose.

	Fund	Org	Account	Activity	Amount
Debit					
Credit					

This section for administrative use only by SOMeCA.

SOMeCA Advisor Signature: _____ Date to Fiscal: _____

Funding Restrictions: _____

Cowell College Fiscal Contact: Liz Cowan, 9-2172, lcowan@ucsc.edu

Cowell Senate Funding Request Guidelines

- ◆ To request funding, you must provide a hard copy of 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 not receive 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 questions.
- ◆ Individuals, groups, organizations, etc. requesting funding from our Senate are encouraged to make their official request in front of the Senate at least 2 weeks before their event/publishing date occurs or funding is needed.
- ◆ Cowell Senate has a funding cap of \$300 for organizations outside Cowell, for the academic year. This cap can be overturned on a case-by-case basis by a 2/3 majority vote of the Cowell Senate.
- ◆ Organizations that are part of SOAR, OPERS or Student Media are encouraged to request funding from CORE before they request funding from Cowell Senate.
- ◆ 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. 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)?
- ◆ You will be notified of the result of your funding request by the Cowell Senate Chair or Treasurer within a week of attending a meeting. If you have questions regarding the status of the financial transfer to your organizations account, please contact your staff advisor.