

LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY SPRING 2018 ASB GRANTS

WHAT ARE ASB GRANTS?

Associated Student Body (ASB) represents the students of Long Beach City College, promotes cooperation among students, faculty, staff, and administration, and stimulates the intellectual, physical, social and moral life of students through the sponsorship of expanded educational and co-curricular programs.

The ASB Grant Program is an opportunity to support programs and services serving LBCC students. Annually, the ASB Budget supports a number of LBCC programs, yet the ASB Cabinet realizes that one-time, large priced items or projects are rarely possible because of on-going operational costs.

HOW MUCH ARE THE GRANTS AND WHEN ARE THEY AVAILABLE?

Each school year, a maximum of fifteen (15) grants, ranging from \$500.00 to \$1,500.00 each, will be considered, to support innovative and and/or badly needed projects. A total of \$13,700.00 will be made available on an annual basis.

Grants will be awarded in the following monetary increments:

SPRING - 2018 ASB Grants

\$1500.00
\$1000.00
\$ 750.00
\$ 600.00
\$ 500.00

GRANT SCHEDULE

1. Grant applications available – Friday, October 6, 2017
2. **Grant applications due – Monday, November 6th, 2017 by 12 Noon.**
3. Grant application review by ASB Finance Committee-**Start November 7th-14th, 2017**
4. Grant award decision by ASB Cabinet – **Friday, December 1st, 2017**
5. Announcements will be sent to Sponsoring Organization – **Monday, December 4th, 2017**

WHAT TYPE OF PROJECTS WILL THE ASB BE WILLING TO FUND?

Some of the criteria that the ASB Cabinet will use in considering applications are:

- **Need** – What is the probability of the proposed project receiving funding from another source? How urgently needed is this project in order to serve the students?
- **Population Served** – Will the project be viewed by the significant portion of the student population of the college as a valid and meaningful expenditure of ASB funds?
- **Innovation** – Is the project the result of a new, different, or exciting idea? Is the project likely to encourage other imaginative ideas?
- **Outcomes** – What are the goals, objectives and outcomes for this project? How will students benefit through participating in this project? What will students learn through their participation? How will you measure that? Identify other outcomes that you forecast for this project (i.e. number of students served, impact, need, populations engaged, support of instruction/co-curricular programs, etc.)

- **Matching Funds** - Special considerations will be given to projects which include “matching” funds from sources other than the ASB. Will the funds requested from the ASB be used together with other funds to support the project?

Please keep the following in mind when developing your grant proposal:

1. Carefully review the Rules and Regulations Governing the Associated Student Body Funds. **The ASB will not fund items or expenses that are in violation of these guidelines.**
2. Request for funds that have nonspecific descriptions of expenses i.e. “programs to be determined” are likely to be denied.
3. The ASB does not fund programs that include fundraising activities. Revenue from ticket sales is shared with the ASB. There is a process for revenue sharing with the ASB (50% of sales is given to ASB). Revenue sharing does not, however, insure a program of funds from the ASB.
4. Funds for expenditures that serve only a few students are less likely to be approved.
5. Funds for programs may not be used as charitable donations to various causes. All requests to the Associated Student Body for donations will be directed to the Viking Volunteer Center.
6. ASB Grants will not be made in order to fund individual scholarships.
7. **Special restrictions may apply to Internet purchases such as: eBay, Amazon, Craig’s List, etc. Please contact us before purchasing from these types of websites to ensure reimbursement.**

WHO WILL REVIEW THE PROPOSALS?

All applications will be reviewed by the ASB Finance Committee to ensure compatibility with ASB mission, goals, and the ASB Constitution. This committee will rank the applications in a prioritized funding order, and make a recommendation to the ASB Cabinet. Those individuals whose projects are being recommended to the Cabinet may be required to make a short presentation to the ASB Finance Committee or Cabinet regarding their request. Although the ASB Cabinet would like to award the maximum amount of grants, the actual number of awards is dependent on the quality of the applications submitted. Upon approval, the ASB Cabinet will authorize the ASB President to announce the winners.

IF MY PROJECT IS FUNDED, WHEN WILL THE MONEY BE AVAILABLE?

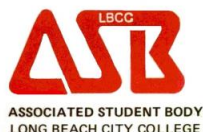
ASB will fund Grants projects that occur in the **Spring 2018 Academic Year**. A detailed invoice or bill will be needed for auditing purposes before we can issue any check and/or purchase orders(s). Funds must be spent before the end of the **Spring 2018** semester.

WHAT ABOUT FUTURE GRANTS?

You may apply for ASB grants every semester. If your grant request did not receive approval, you must resubmit to be considered again. **Those who have not previously received grants will be given consideration prior to those who have previously received grants.**

WHAT IS THE APPLICATION PROCESS?

Please fill out the application and submit by the **Monday, November 6, 2017 by 12 noon** to Associated Student Body, c/o Ms. Pamela Garrison, Administrative Assistant, Building E, Room E 213 - pgarrison@lbcc.edu, or Teila Robertson, trobertson@lbcc.edu.



ABSOLUTELY NO **LATE SUBMISSIONS WILL BE CONSIDERED**

**LONG BEACH CITY COLLEGE
ASSOCIATED STUDENT BODY
ASB GRANTS SPRING 2018**

PROJECT TITLE	
SPONSORING ORGANIZATION	
CONTACT PERSON	
PHONE	
EMAIL	
ASB BUDGET ACCOUNT NUMBER	
AMOUNT REQUESTING	

Please use additional space or pages as needed.

GRANT HISTORY: Briefly state if the organization has received an ASB Grant in the past and which project was benefited.

PROJECT DESCRIPTION: Briefly describe how the ASB Grant funds will be used.

POPULATION SERVED: Identify and describe the person(s) and/or group(s) who will benefit from this project.

NEED: Explain why this project would have difficulty being funded from any other source. How badly does the student population to be served need this project?

IMPACT: Briefly explain how this project will be viewed by a significant student population of the College as a valid and meaningful expenditure of ASB funds.

OUTCOMES: What are the goals, objectives and outcomes for this project? How will students benefit through participating in this project? What will students learn through their participation? How will you measure that? Identify other outcomes that you forecast for this project (i.e. number of students served, impact, need, populations engaged, support of instruction/co-curricular programs, etc.)

INNOVATION: Describe how this project is built on a new, different, or exciting idea. Is the project likely to encourage other imaginative ideas?

MATCHING FUNDS: Please explain if the grant funding being requested from the ASB will be supplemented by other funds/resources to support the project. Remember, special consideration will be given to projects that include “matching funds” from sources other than the ASB.

PROJECT SCHEDULE: Please describe when the project and its associated activities will occur.

BUDGET: Please provide a description of the budget requested for this project, including funds from other sources:

Activity/Supplies/Expense	Cost
TOTAL	\$



*If you are to receive an ASB Grant, you will be expected to post the ASB logo or “Funded by Associated Student Body” on all marketing or outreach materials for the funded project. You will also be asked to submit a Project Summary (number of students served, summary of activity, summary of any evaluation or what students learned from participating) with your receipts upon completion of the project.