

DIRECTIONS FOR SPECIAL FUNDING APPLICATION

Student Senate hopes to fund all special requests. However, funding will be on a first-come-first serve basis. **APPLY FOR FUNDING BEFORE THE EVENT TAKES PLACE.** Remember money is not guaranteed until Student Senate's approval.

1. Obtain an application online at www.nwc.edu/life/senate or in the Residence Life Office (DSC 222).
2. Write a **through cover letter** fully explaining the benefit of the request to the students involved.
 - a. Primarily, how do the activities and/or the group benefit the NWC community?
 - b. Provide a detailed description of how the organization plans to use the funds requested.
 - c. Include past and planned (campus or other) community service and involvement.
3. Application **must be typed** for consideration.
4. Fill out the general information blanks about your club or organization.
5. Sign the funding agreement.
6. Provide a roster of students involved, or students that this funding will positively affect.
7. Turn in to the Residence Life Office (DSC 222) at least one week before you wish to present your proposal at a regularly scheduled Student Senate meeting (every Tuesday at 5:00PM). One week is given to the Senate to review the application before a decision is made. Process is similar to Club Funding.
8. Special Funding applications will be accepted until further notice.

If you have any questions about the application, funding, or Student Senate, please feel free to contact a Student Senate advisor in the Residence Life Office in DSC 222.

APPLICATION FOR SPECIAL FUNDING FROM STUDENT SENATE
(For Special Funding requests only, not Club Funding).

- **Please read and complete the application thoroughly.**

DATE: _____

ORGANIZATION NAME: _____

ACCOUNT # _____

PRESIDENT: _____

ADVISOR: _____

PHONE #: _____

PHONE #: _____

E MAIL: _____

E MAIL: _____

ADDRESS: _____

OFFICE/ADDRESS: _____

FUNDING AGREEMENT

We, the undersigned, understand that the failure to complete the application in full, including writing a cover letter, will result in no funding. If this organization receives funding and does not complete the required post project or presentation, it will result in **refusal for funding for the following year**. In signing we testify that all information provided in this application is **complete** and **true** to the best of our knowledge. We also understand that the **Senate has the right to decline or reduce funding as they see appropriate.**

President

Date

Advisor

Date

STUDENT ROSTER-WHO WILL THIS FUNDING AFFECT?

- | | |
|-----------|-----------|
| 1. _____ | 22. _____ |
| 2. _____ | 23. _____ |
| 3. _____ | 24. _____ |
| 4. _____ | 25. _____ |
| 5. _____ | 26. _____ |
| 6. _____ | 27. _____ |
| 7. _____ | 28. _____ |
| 8. _____ | 29. _____ |
| 9. _____ | 30. _____ |
| 10. _____ | 31. _____ |
| 11. _____ | 32. _____ |
| 12. _____ | 33. _____ |
| 13. _____ | 34. _____ |
| 14. _____ | 35. _____ |
| 15. _____ | 36. _____ |
| 16. _____ | 37. _____ |
| 17. _____ | 38. _____ |
| 18. _____ | 39. _____ |
| 19. _____ | 40. _____ |
| 20. _____ | 41. _____ |
| 21. _____ | 42. _____ |