

**OFFICE OF STUDENT INVOLVEMENT  
ORGANIZATION GRANT REQUEST**

**\*\*This form MUST be fully completed & approved, a minimum of 2 weeks in advance for any org request. Allow for up to 2 weeks for a decision to be rendered. Grant funding is limited and requests may be denied; please contact your organization liaison if you need clarification before submitting this request.\*\***

*(Please print clearly)*

**ORG GRANT REQUEST**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sponsoring Org \_\_\_\_\_

Name of person submitting request: \_\_\_\_\_

Phone number and email of person submitting request: ( \_\_\_\_\_ ) \_\_\_\_\_ / \_\_\_\_\_

Please mark the grant(s) you are requesting:

**Alliance Building Grant Request** – The Alliance Building Grant Request provides up to **\$400** each semester to org’s for projects or activities open to all Harper College students or is of a direct benefit to Harper students, provided two or more Harper org’s sponsor the activity/event/project. Office of Student Involvement reserves the right to determine if the orgs are truly co- sponsoring the event and reflecting the team effort/spirit intended by the Alliance Building Grant.

Amount requested: \$ \_\_\_\_\_

**Organizations Projects Grant Request** – The Organizations Projects Grant Request provides up to **\$250** for projects and activities open to all Harper College students or is of a direct benefit to a Harper student.

Amount requested: \$ \_\_\_\_\_

**Travel Grant Request** – The Travel Grant Request assists organizations in supplementing costs for travel, meals, conference fees, hotel accommodations and other related costs to pursue educational opportunities associated with the organization. All travelers must be Harper students or employees.

Amount requested: \$ \_\_\_\_\_

Date(s) of activity/travel: \_\_\_\_\_ Location: \_\_\_\_\_

Time of activity: \_\_\_\_\_ AM / PM until \_\_\_\_\_ AM / PM

Funding provided by members: \_\_\_\_\_ Funding provided by club: \_\_\_\_\_

Benefit to student body and participants: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(CONTINUED ON BACK)**

**ALLIANCE BUILDING GRANT REQUEST:**

List all sponsoring clubs and/or organizations: \_\_\_\_\_  
How will each club/organization contribute to the activity or project? \_\_\_\_\_

Please use the following page to itemize your projected expenses. \_\_\_\_\_

**ORGANIZATIONS PROJECTS GRANT REQUEST:**

Please use the following page to itemize your projected expenses.

**TRAVEL EXPENSE LOG:**

**Organization/Entity/Conference Registration Fee:** \_\_\_\_\_

Does registration include any meals? YES / NO      If yes, how many: \_\_\_\_\_

Does registration include any lodging? YES / NO      If yes, please list: \_\_\_\_\_

Does registration include any transportation costs? YES / NO      If yes, please list: \_\_\_\_\_

Is registration paid per person or per group? \_\_\_\_\_

How many students are you registering? \_\_\_\_\_ Registration Fee Per Person: \_\_\_\_\_

**Lodging Information**

Facility Name: \_\_\_\_\_ Facility Address: \_\_\_\_\_

Facility Phone Number: \_\_\_\_\_ Facility Website: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

**Transportation** - Requires Mapquest printout of total mileage to be traveled. The Office of Student Involvement will calculate the reimbursement amount in accordance with the State Rate for mileage.

Departure date: \_\_\_\_\_ Departure time: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Return date: \_\_\_\_\_ Return time: \_\_\_\_\_ Travel cost per person: \_\_\_\_\_

**Airline** – Requires at least two quotes/estimates from different airlines to be submitted with documentation.

Vendor 1: \_\_\_\_\_ Vendor 2: \_\_\_\_\_

Airport of Departure: \_\_\_\_\_ Airport of Arrival: \_\_\_\_\_

Number of tickets required: \_\_\_\_\_ Total request: \_\_\_\_\_

**Harper Vehicle** – Harper Vehicle request can be found on the Employee Portal.

Departure Address: \_\_\_\_\_ Arrival Address: \_\_\_\_\_

**Personal Vehicle** – Requires Mapquest printout of total mileage to be traveled. The Office of Student Involvement will calculate the reimbursement amount in accordance with the State Rate for mileage.

Departure Address: \_\_\_\_\_ Arrival Address: \_\_\_\_\_

List vehicle(s) make and model: \_\_\_\_\_

**Other** – Please list other expenses occurred during travel. Each item applied for in this line item requires some sort of documentation to be considered and will be approved on a case by case basis by the Office of Student Involvement.

\_\_\_\_\_  
\_\_\_\_\_

***\*Please itemize your projected expenses below. Provide price quotes and/or additional documentation if necessary.***

<b>Item(s)</b>	<b>Quantity</b>	<b>Cost/Quote</b>	<b>Total</b>
Ex: Pizza	4 (2 cheese, 2 mushroom)	\$10.00	\$40.00
Ex: Conference registration	5 students	\$30.00	\$150.00
Ex: Guest Speaker	1 (to speak for 1 hour)	\$200.00	\$200.00
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16.			

**TOTAL: \_\_\_\_\_**