

**STUDENT ENGAGEMENT
CLUB AND 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 the Student Engagement Coordinator if you need clarification before submitting this request.****

(Please print clearly)

ORG GRANT REQUEST

Date: _____/_____/_____ Sponsoring Club/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 clubs/orgs for projects or activities open to all Harper College students or is of a direct benefit to Harper students, provided two or more Harper clubs/orgs sponsor the activity/event/project. Student Engagement reserves the right to determine if the clubs/orgs are truly co- sponsoring the event and reflecting the team effort/spirit intended by the Alliance Building Grant.

Amount requested: \$ _____

Club and Organization Projects Grant Request – The Club and Organization 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 club or organization. All travelers must be Harper students or employees. It is unlikely that all travel expenses will be covered in a grant request.

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.

Club and ORGANIZATION 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 map printout of total mileage to be traveled. Milage is calculated at the state per diem rate.

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 map printout of total mileage to be traveled. Milage is calculated at the state per diem rate.

Departure Address: _____ Arrival Address: _____

List vehicle(s) make and model: _____

Other – Please list other expenses incurred for 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 Student Engagement.

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

Item(s)	Quantity	Cost/Quote	Total
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
1.			
2.			
3.			
4.			
5.			
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11.			
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13.			
14.			
15.			
16.			

TOTAL: _____