



## **Criteria for Foundation Student Engagement Fund**

The Foundation recognizes that students often have limited funds available to achieve their educational goals, funds are available to support student activities. Funds will be awarded to student clubs and organizations, as well as on-campus programs for future students, such as coordinated camps with area elementary, middle and high school students.

- All full-time, currently enrolled, students are eligible to apply. Projects may include more than one student but a single individual will be responsible for the project administration.
- A staff or faculty member must be the CCC point of contact.
- The funds are intended to support students to attend a conference, purchase equipment or organize an event.
- Student Engagement Funds are considered matching funds and will be equally matched based on what has been raised for the activity by a student group, partnership organization or departmental budget.
- Applications may be submitted at any time throughout the year, as the need arises.

The request must include the following:

- Name of CCC student and lead CCC staff member
- Dean signature with optional comments
- Telephone numbers for both CCC student and staff member
- Email addresses for both CCC student and staff member
- Specific need and synopsis of objective(s)
- Dates of event(s) or conference(s), if applicable
- Estimated cost with details
- A 200-300 word narrative on the purpose and rationale for the request
- Proposed outcomes

Assessment measures will demonstrate:

- A direct relationship with the mission of the College, Center, Department or Program.
- A well-defined description and achievable objectives of the event.
- A plan to evaluate and share results that includes a one-page report to the CCC Foundation. The report should be completed no later than 30 days following the event.
- Clear budget descriptions and a viable funding plan.

The determination for the funding of any request will be made by the CCC Executive Director of Institutional Advancement.

Please submit requests to the CCC Foundation Office located in the Brock Administration Building, Executive Suite #101.