

# Request for ICC Funds Proposal Form

The Inter-Club Council is committed to promoting club events and activities. Clubs may receive additional allocations for matching funds or campus wide events by submitting proposals to the ICC Finance Committee. Below are instructions on how to create a proposal and a list of supporting documents you will need to submit in order for your proposal to be considered.

*NOTE: A club representative must be present at the ICC Finance Committee meeting on (tentatively) Friday at 2pm in the MCRC and then at the ICC General Assembly meeting at 1pm on the following Monday. Proposal form, budget, and club minutes should be submitted **at least 21 days prior to your event.***

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A proposal has four main components:

1. Proposal Form
  2. Additional Supporting info – Attach if necessary
  3. Line item budget
  4. Club minutes – Attach a copy to proposal
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## Proposal Form

**Name of Club:** \_\_\_\_\_ **Date of submission:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Position in Club:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Request is for** (Check one):

**Matching Funds** is for clubs who have fundraised money and want the ICC to match what they raised. The maximum amount to be requested per semester is \$500.00.

**Campus Wide Funds** is for campus wide events open to all students and 100% of the funding comes from the ICC. The maximum amount to be requested per semester per club is \$500.00. If two or more clubs co-sponsor an event, the total amount requested from the ICC is not to exceed \$500.00.

*Total funding for one event cannot exceed \$1,000.00 from the ICC.*

**Name of event:** \_\_\_\_\_ **Date of event:** \_\_\_\_\_

**Purpose of event:**  fundraising  outreach  leadership development  education  
 promoted community  other: \_\_\_\_\_

For ICC use only:

Number of absences at ICC meetings: \_\_\_\_\_ Has club account been frozen this semester:  Yes  No

Recommendation of ICC Finance Committee to ICC General Assembly: \$ \_\_\_\_\_

Reason for denial of funds:  Not open to all students  Did not fundraise  Incomplete proposal/Insufficient budget  
 Other: \_\_\_\_\_

Other remarks: \_\_\_\_\_

**Description of activity or event** (Please answer all questions. Add an extra sheet of paper if necessary. *What are the planned activities? Who is the target audience? Where will the event be held? Do you have a publicity plan? What is the intended impact of the event? What will be the benefit of this event to the club? ICC? CCSF?:*)

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# of people expected to attend: \_\_\_\_\_ # of club members working on event: \_\_\_\_\_

**Publicity Plan** (75% of your publicity must be spent on the Ocean Campus)

How will you publicize your event?: \_\_\_\_\_

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Check where info will be posted: [ ] Guardsman [ ] ICC mailing list [ ] Club webpage [ ] Bulletin boards

**Funding** (Please answer all questions. Add an extra sheet of paper if necessary. *Explain why additional ICC funds are being requested. If your club will not use all/any of its existing funds, use this section to explain what those funds are being withheld for. Tell us who or what other groups are contributing to your event?*)

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**Line Item Budget** (There are three sections to the budget: *Income, Expenditures and End Balance. Below is a description of what we want to see for each section and then fill out the budget template provided on the next page.*)

**A. Income:** everything in this section adds up to the amount of money your club can use

- Opening balance (base allocation money + money rolled over from last semester, if any)
- Additional sources of income you expect to receive (Cultural Affairs funds, fundraising, ticket sales, donations)

**B. Expenditures:** everything in this section adds up the amount of money that your club will spend

- Breakdown of how much each item will cost for event
- Common budget items include: food, printing, posters, utensils, performer, speaker

**C. End Balance:** subtract the total expenditures from the total income

# Budget

Name of Club: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

	Description (leave blank if not applicable)	Totals
<b>A. Income</b>		
Account rollover balance		
Fall base allocation		
Spring base allocation		
Fundraising		
ICC Campus Wide or Matching Funds	ICC proposal	
Other donations/co-sponsorship		
Other		
	Subtotal A:	
<b>B. Expenditures</b>		
Speaker/Performer		
Printing		
Food		
Equipment		
Decorations		
Other		
Other		
Other		
	Subtotal B:	
<b>C. End Balance</b>		
	(subtract B from A):	

We, \_\_\_\_\_, understand that by turning in this proposal we must present it at  
*Name of Club*

the next scheduled ICC Finance Committee for approval. If the proposal was not submitted 21 days prior to our event, we also understand that it is not a guarantee we will receive 100% of the funding we requested. If the proposal was incomplete or our club representative does not attend the ICC Finance Committee meeting, we understand that the ICC Finance Committee retains the right to deny our request.

\_\_\_\_\_  
 President signature

\_\_\_\_\_  
 Treasurer signature

\_\_\_\_\_  
 Advisor signature

For ICC use only post event:

# of people who attended event: \_\_\_\_\_ Dollar amount spent per person: \$ \_\_\_\_\_

Report given to ICC: [ ] Yes [ ] No Date of report submitted: \_\_\_\_\_