

**Associated Students’ Application for Program Recognition
for Subsidy and Funding 2017-2018**

**Program Name and Account Number:**

**Account Director/Contact Name:**

**Phone:**

**Email:**

The purpose of this section is to provide the Executive Board and Services and Services and Activities Fee Committee an overview of the program and its effectiveness. The ASEdCC has a limited budget. To make the best funding decisions possible there must be measurable information to determine the effectiveness and reach of your proposed program.

**Recognition for Subsidy and Funding**

1. To become a new recognized program of the ASEdCC indicate why you are requesting recognition and not requesting institutional funding for the program.
2. Please describe the program and the student population(s) it will serve. Who benefits directly and/or indirectly.
3. Indicate what measurable outcomes (i.e. surveys and data) you will be using in your program funding request for fiscal year 2016-17.
4. Please provide the funding request via the attached Excel template.
The template has a section for revenue or sources of income that are anticipated, i.e. ticket sales, application fees, registration fees, etc. collected in support of the program. Do not alter the cell formulas and make sure the calculations for student part time hourly (AM) are calculated separately and accurately for BC/Medical Aid/Industrial Insurance. If you have questions about those calculations contact Payroll for clarification. For the Services and Activities Fee Budget Committee to consider funding student part-time hourly funding request you will need to complete the payroll spreadsheet and specifically list the number of positions, hours per week, number of weeks and hourly wage. The form will automatically calculate the totals. You cannot put a total dollar amount needed for payroll wages without providing the specifics requested.

**Note:** **The budget applications are due on January 30th, to Linh Tran, ASEdCC Budget and Finance Officer in both digital to** **asedcc\_budget@edcc.edu****, and signed hardcopy formats to Center for Student Engagement and Leadership, Brier 252.**