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Auxiliary Services Corporation (ASC) Grant Application

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Introduction:

The application attached to this sheet is designed both to help applicants for ASC funding to express their goals and needs and the ASC Board to understand these same goals and needs. In the past, some applicants have not received the funding they requested because their applications were unclear or they omitted important information. Please use this application to explain what you want to do and for what purpose you need the support. If portions of the application are not applicable to you, please indicate with "NA". If you have questions, please contact the ASC Controller at 753-5668. Notification of a decision will be made by May 1. Funds awarded can be used starting July 1 and must be spent by June 30 of the following year.

Please read the sections titled Purpose, Limitations, and Final Reports; [initial each section](#). Applications not initialed will not be accepted.

PURPOSE: The ASC Board assists applicants whose projects will enhance the life of the SUNY Cortland community. It wishes to encourage projects and programs that are not supported by other sources. **Applicants should first seek funding from their own primary funding source--for example: Residential Services, SGA, their department, their dean, SUNY Central, etc.** Although ASC is willing to consider a wide range of projects, it seeks to avoid duplicating other funding sources or funding projects more properly supported by State funds.

LIMITATIONS: ASC grant funds may not be used for salaries, honoraria, travel normally funded by the College's budget, or scholarships for SUNY Cortland faculty, staff, or students. Funds may not be used to purchase computers, related hardware or software. In general, program grant funds may not be used exclusively for food (meals, refreshments, hospitality) for SUNY Cortland students, faculty, or staff. Funding for food may be considered if the food is deemed integral to the success of the program or event. All food shall be provided by ASC.

FINAL REPORT: Applicants receiving funds must upload a final report detailing the usage of funds and project results and include the project number issued to your grant. Reports must be submitted by August 31 of the following year, to asc@cortland.edu. The approval of future program grants will be contingent upon receipt of the prior year's final report. *If you will be applying for a grant that was approved previously, please attach a copy of the most recent annual report or an interim report for the current year.*

I understand that all invoices, receipts and requests for payments must be received by June 29 for ASC to process.

It is your responsibility to make sure that your completed application is received by the third Friday in February by midnight. Please be advised the deadline is strictly enforced. Complete your application in advance of the deadline.

QUESTIONS: If you have any questions about this application, please feel free to contact the ASC Controller at 753-5668.

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1. Date Program is Scheduled For:

(Date must be between July 1 this year and June 30 next year. Do not fill out the application if your program does not fall within the date range.)

2. Project Title

3. Proposing Organization/Person

4. Phone Number

5. E-mail Address

6. Contact Person

First Name

Last Name

7. Campus or Mailing Address

8. Person responsible for project administration/final report

First Name

Last Name

(Indicate address, e-mail, and phone number if different from #5, #6, & #7)

Address

E-mail Address

Phone Number

9. Application Date

04/15/2014

10. Total Funding Requested From ASC

\$

(Round to nearest dollar)

11. Grant Account Number (i.e. 800805-1-1-90)

(Enter last year's number if awarded funds; Leave blank if non-applicable)

11a. Upload a copy of the most recent annual/interim report if applicable

Browse...

No file selected.

(Word or PDF file)

PDF file)

NOTE: a. You are still responsible for uploading your current year's Final Grant Report through the ASC website no later than August 31.

12. Amount of Funds Awarded Last Fiscal Year

\$

(Enter NA if non-applicable)

13. Brief Summary of Project

500 words remaining

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14. Proposed budget. Provide a full budget for the project, even though you may be requesting only a portion of the funding from ASC. If this proposal consists of more than one component (that is, distinct projects requiring separate funding) please provide a separate budget for each, by using the button below to add additional budgets. (Indicate (NA) categories that are not applicable to you.)

Budget 1

Component Title _____ (if applicable)

Salaries and Wages: [ASC grant funds may not be used for salaries or honorarium for SUNY Cortland faculty, staff, or students.]

Outside Professional Services: \$ _____
(one-time payments not to include salaries specified above--the category may include honoraria, fees, etc., excluding SUNY Cortland faculty, staff, or students)

Travel: \$ _____

Food: \$ _____

Lodging: \$ _____

Consumable Supplies:

Food: \$ _____ Food is provided by ASC only.

Phone: \$ _____

Office Supplies: \$ _____

Other: \$ _____

Equipment: Please specify in detail for each item

1: \$ _____

2: \$ _____

3: \$ _____

4: \$ _____

Publicity/Printing: \$ _____

Miscellaneous/Other: Expenses not covered above

1: \$ _____

2: \$ _____

3: \$ _____

Total Project Expenses This Budget [not yet calculated]

Component:

[Add Additional Budget](#)

Total Project Expenses [not yet calculated]

Including Additional

Budgets:

Total Funding Sought From \$ _____ (Round to nearest dollar)

ASC:

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Please answer questions 15-20.

15. Statement of Project. Please provide a full description and rationale for this project. You should indicate the objectives or goals of your project, the contribution of the project to the college community, an indication of how the project will be carried out (if applicable), and other information that will help the ASC Board evaluate your project. You may wish to indicate how many or in what way students, faculty, staff will benefit from your project. Your grant application will be subject to the limitations as indicated on the cover sheet.

Upload a PDF or Word Document No file selected. (Word or PDF file)

16. ASC seeks to avoid duplicating other funding sources or funding projects more properly supported by State funds. Please list what other funding, if any, you have available for this project. Indicate whether you have applied for funding elsewhere; if so, what amount; and when you expect to hear. Example, you should indicate applications to Alumni Assoc., Cortland College Foundation, SGA, etc.

125 words remaining

17. Before applying for ASC funding, you should seek support from those sources that provide general funding for you. For example, an academic department, faculty member, program, office, or center should first seek funding for equipment, travel, etc. from an appropriate chairperson, dean, vice president, or supervisor. Student organizations should first seek support from SGA. Please attach a statement from an appropriate chairperson, dean, vice president, or appropriate supervisor indicating that this has been done. Student organizations should attach a statement from the treasurer of SGA.

Upload up to 3 PDF or Word Documents No file selected. (Word or PDF file)

No file selected. (Word or PDF file)

No file selected. (Word or PDF file)

18. If your project involves a public program (conference, lecture, presentations, publication, etc.) please indicate how you plan to publicize it. NOTE: all publicity or public announcements must indicate that the project was supported by Auxiliary Services Corporation.

125 words remaining

19. Is there information that you would like us to have that will help us understand your request better?

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No file selected.
file)

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20. Please read the four items listed below and initial each. Failure to meet all requirements as outlined in this application will result in disqualification of your application.

Answered all items (1-19)?

Listed other funding sources in Item #15?

Attached a copy of the most recent annual/interim report, if applicable.

Signature of Submitting


Contact Person

Date

04/15/2014

REMINDER: APPLICATIONS ARE DUE BY THE THIRD FRIDAY IN FEBRUARY BY MIDNIGHT!

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 **607-753-4627**

 **Monday-Friday**
8 am-4:30 pm



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ASC

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15 Neubig Road, Cortland, New York 13045

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