

QUINSIGAMOND COMMUNITY COLLEGE

Access to Opportunity Committee Programming Funding Request

Purpose: Funds from the Access to Opportunity Committee programming budget will be made available to faculty, staff and students of Quinsigamond Community College for the purpose of supporting educational events and programming on campus. Proposals for one-time and serial funding will be considered; no award implies a future award or ongoing funding.

Applications may be submitted on behalf of any College entity (e.g., individuals, student organizations, departments or committees including ad-hoc committees).

Past activities have included: guest lecturers, theatrical/dance/musical presentations, forums/seminars/workshops, literary/fine art presentations, films/videos, ethnic/cultural fairs, and receptions. The funds could also be used as part of shared expenses with another college or organization co-sponsoring an event. Funding is not limited to these activities. Funding can include the cost of honorariums, meals, and/or promotional materials.

Process:

1. Applicants must complete “Access to Opportunity Programming Funds Request Form” and submit to the Access to Opportunity Committee via email at ATOC@qcc.mass.edu
2. Requests will be reviewed monthly by the Access to Opportunity Committee and evaluated according to the following criteria:
 - a. Anticipated interest
 - b. Timeliness
 - c. Community impact
 - d. Relevance to QCC mission
3. Proposers are welcome to address the Access to Opportunity Committee briefly to describe their proposal and answer any questions. The Committee reserves the option of deliberating with or without the proposer present.
4. Funds will not be awarded to full-time QCC employees as compensation for their services rendered towards the event.
5. Upon completion of any funded program or event, the relevant individual or organization will submit the following:
 - a. Budgetary report (how the funds were used)
 - b. Description or article about the program or event for public distribution.
6. Funding recipients are responsible for coordinating all details associated with the fulfillment of their request.
7. The use of all awarded funds is subject to all policies and procedures of Quinsigamond Community College. Funding requests will be considered on a first-come first-served basis and funds awarded will be disbursed via the ATOC budget.

FORM TO REQUEST FUNDS FOR ATOC PROGRAMMING

Contact person's name:
Campus Extension:

Email:
Work Area:

Organization (if applicable):

Partnership(s) or co-sponsor(s) (if applicable):

Description of program or event (no more than 500 words, please):

Location and Date(s) of Event:

Intended Audience(s): Students, staff and faculty

Expected size of audience:

Intended outcomes of program or event:

Amount requested:

How will it be used?

Signature _____ Date _____