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|  | **S&A Mini-Grant RequestPlease note:** Requests should be submitted ***at least* one month** prior to event/project date. |

**Club/Program Name:**

**Contact Name & Email:**

**Project Title:**

**Project/Program Date:**

**Type of organization** (check the appropriate box): [ ]  Student Club [ ]  Student Program

**Requested Amount: $**

**Budget Number** (ask Student Life if needed)**:** 522-264-

**Current Budget Balance:**

**Project Description**

Briefly describe your project, event, or activity. Please include the following information:

* What you want to do and why
* How your program/project is being planned
* The impact that this project will have on students and the campus community
* Is this project open to anyone or closed to club/program members only
* What are the potential benefits of this project

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**Student Learning Outcomes:**

Please review this list of [CAS domains and dimensions](http://standards.cas.edu/getpdf.cfm?PDF=D87A29DC-D1D6-D014-83AA8667902C480B). Choose 2-3 learning outcomes from this list and explain how your project will help students achieve these outcomes. (*Bullet points/1-2 sentences per learning outcome*)

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**Itemized List of Expenses**

Provide a detailed list of all expenses for this project. This should include all project costs with vendor information, cost per item, number of items, and total. All prices should be as specific as possible. Be sure to clarify if some of the expenses will be covered by your baseline budget or other funds. Leave “tax” or “shipping” fields blank if already included in pricing for individual items.

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| **Item** | **Vendor/Store** | **Price** | **Quantity** | **Subtotal** |
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|  |  |  | **Tax** |  |
|  |  |  | **Shipping** |  |
|  |  |  | **Other** |  |
|  |  |  | **Total** |  |

**Notes:**

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**Fundraising/Revenue Generating**

Does your club or program do any fundraising? [ ]  Yes [ ]  No

**Timeline:**

Please include a project start date, deadlines/dates for important tasks associated with this project, and the projected completion date. Be sure to include key tasks, such as paperwork, that will need to be completed after the mini-grant is approved. (*bullet points/ list format*)

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