



ASUH-KCC Student Government RICO FUNDING PROPOSAL FORM

3-1901 Kaumuali'i Hwy, Lihue, HI 96766-9500 (808) 245-0112 kauai.hawaii.edu



ASUH KCC Student Government is committed to the development and support of Student Life and has allocated a budget to support campus clubs known as Registered Independent Campus Organizations (RICO). Each RICO group may apply for a standard \$400 Grant to support the specific mission of the club. Additional funding above the \$400 grant is prioritized for RICO groups that sponsor programs and activities that benefit the entire student body.

DIRECTIONS:

- 1) Complete this RICO Funding Proposal Form.
- 2) Submit club minutes that clearly indicates under new business the following statement: *"The (Name of Club), unanimously agreed to submit a RICO Grant proposal to ASUH KCC SG in the amount of \$400 to support the following activity: (Name of Activity) Motioned by Seconded Ayes ___Nays Abstentions:*
- 3) Include list of current members that will directly benefit from the activity.
- 4) If ASUH KCC grant was received in prior semester, please submit a final expense report and copies of original receipts of the last activity. (Failure to submit a final expense report will void future grant requests.
- 5) Return all requested forms to Room 210 at the Campus Center.
- 6) The club advisor or president will be notified within 10 business days by email on whether the grant was accepted and routed to the UH Procurement Office or if application requires additional information or recommended action.
- 7) Allow 5-7 weeks for grant to be processed by the UH Procurement Office.
- 8) Fall Grant submittal Deadline: **Friday of the last week of November** and Spring Grant submittal deadline: **Friday of the last week of April.**
- 9) To request additional funds, please complete a second ASUH KCC RICO Funding Proposal Form and present your request to Student Government in person during the student government meeting. To be placed on the meeting agenda, please contact John Constantino at johncons@hawaii.edu You must be a current student club member to apply.

Please refer to the Registration and Grant Funding Directions Form located on the KCC Student Life Website under Student Clubs for additional details.

Note: All State of Hawaii policies and regulations apply to all purchases.

Title of Proposal:		
Name of Proposer:	Phone Contact:	Date:
Date of Event:	Amount Requested:	Number of students that will benefit from this project:
<p>Description of Project:</p> <p>Explain how this program, project or activity will benefit your group and/or the Kauai CC student body:</p>		
Proposer's Signature: (Active student member of the RICO group)		Date:
Advisor's Signature:		Date:
ASUH-KCC SG President/Vice President Signature:		Date:
Student Life Coordinator Signature:		Date:
Approved	Disapproved	Reason:
Comments:		

Grant Project	Approximate Cost Estimate	Amount of funds that RICO Group will invest in the Project	Amount Requested from ASUH-KCC SG
PERSONNAL:			
Performance fees or Honorarium			
Other personnel costs:			
TRANSPORTATION:			
Airfare # traveling ____ @ \$ _____ per trip Destination:			
Ground transportation ____ days @ \$ _____			
REFRESHMENTS: (itemize)			
MISCELLANEOUS: (itemize)			
TOTAL COSTS:	\$	\$	\$

Submit a final expense report immediately after the completion of the co-curricular program or activity. Include copies of original receipts. Failure to submit a final expense report will void future grant requests. All approved grants must include "Co-Sponsored by ASUH-KCC Student Government."