SEAS (Special Event and Activity Support)
BRTC Foundation Request for Funding
To Be Completed by Requestor

1. Name, Extension No., and Office No. of Applicant: _____   2. Date Form Completed: _____

3. Department: _____   4. Type of Event or Activity (Guest Lecturer, Program, Travel, etc) _____

5. What is the relationship of your request to the mission of BRTC? _____

_____

6. Date of Event: _____

7. Describe the specific event or activity in detail. _____

_____

8. Evaluation Process: Explain the goals of the event / activity, and describe your plan to evaluate or assess the success of this project in meeting those goals. _____

_____

9. What target population will receive services or benefits from your proposal? (Students, Faculty, etc.) _____

_____

10. Budget Information: List projected line items. (Attach additional pages if necessary to represent budget needs.)

_____ $ _____

_____ $ _____

_____ $ _____

_____ $ _____

                                 TOTAL: $ _____

11. Date Funds Needed: _____

SIGNATURES MUST BE OBTAINED PRIOR TO SUBMITTING APPLICATION

12. Signature of Supervisor or Department Chair: Date:

_____

Comments: _____

13. Approval by Appropriate Vice President: Date:

_____

Comments

_____

14. Approval by President: Date:

_____

Comments

_____

To be completed by Department Office   Reason Not Approved: _____

Amount Approved for Funding: $ _____   SEAS Committee: Approved _____ Not Approved _____ Date: _____

BRTC Foundation Board: Approved _____   Not Approved _____ Date: _____

Instructions for Completion of SEAS Application for Grant Assistance

1. **Name, Extension No., and Office No., of Applicant:** Who wants the money? Enter the name of the person that will be the primary contact person for the grant and the campus extension number where the contact person can be reached. If the contact person does not have a campus extension number, please include a message extension or a phone number.

2. **Date Form Completed:** Enter the date the form is completed.

3. **Department:** Enter the name of the department in which the grant program/funding will be implemented.

4. **Type of Request:** This is descriptive information such as equipment, supplies, travel, etc. and indicates the primary purpose of the funding that will be used to identify the program.

5. **Relationship of the Request to the Mission and Goals of BRTC:** Specify the way in which the program is aligned with the mission and purpose of the college. Indicate which BRTC goals will be addressed in the proposed program.

6. **Date of event:** Enter the date(s) the event will take place.

7. **Describe the Specific Need for Your Proposal:** The description should include a justification for requesting funds and may include statistical data. Information should indicate why grant funds are necessary to accomplish the project.

8. **Evaluation Process**: Explain the goals of the event or activity, and describe your plan to evaluate or assess the success of this project in meeting those goals.

9. **Target Population:** List the specific populations that will benefit from the program. Examples: faculty members, students, community members, disabled students, etc.

10. **Budget Information:** Include a brief line item budget. The projected line item budget is requested because more than one funding source may be appropriate for specific line items.

11. **Date Funding Needed:** Provide a target date for program implementation. The *actual* implementation date may vary according to funding source timelines.

12. **Signature of Supervisor or Department Chair:** The department chair must sign the request form. This indicates that there has been communication about the proposed program within the applying department.

13. **Approval by Vice President:** The Vice President over the applying department must approve the request in order for it to be forwarded to the Development Office.

14. **Approval by President:** Final approval of the President is required before application is submitted for review by Foundation.

Guidelines for SEAS

STATEMENT AND SCOPE: The BRTC Foundation, through its SEAS initiative, will provide funding assistance for special events and activities that are of potential significant benefit to the students and/or staff of Black River Technical College. This funding assistance is intended for those events or activities for which college operational or departmental funding is not available. Based on available non-restricted funding, the level of total funding support is set at $2500 annually. This amount may be altered at the end of each fiscal year to reflect changing resource levels.

ELIGIBLE APPLICANT: All BRTC faculty and staff, including full-time and part-time employees

FUNDABLE EVENT OR ACTIVITY: Special projects, programs, and travel opportunities (restricted to assistance to help defray travel and lodging costs)

FUNDING PRIORITY: Events or activities that have impact on students

DEADLINES FOR FUNDING REQUESTS: August 15 for the Fall semester; January 15 for the Spring and Summer Semesters. However, in unusual unforeseen circumstances when the applicant can not meet these deadlines, the SEAS committee shall have funding discretion of up to $250 for funding for eligible projects, pending availability of funds.

APPLICATION PROCEDURES: Interested applicants should complete the BRTC Foundation SEAS Funding Request, available from the Administrative Assistant to the President, and return this to the same office prior to the August 15 deadline for events or activities that are planned August 15 – January 15, and prior to the January 15 deadline for events or activities planned January 16 – August 14.

FUNDING LIMIT: The Foundation has designated a total of up to 4% of unrestricted funds, in addition to those funds designated by donors specifically for SEAS. Requests will be considered so as to award funding support to as many eligible projects as possible.

BRTC Foundation Policy

Purposes of the Foundation:
>*To assist with the development and enhancement of programs and facilities at BRTC for broader educational opportunities for and services to its students, its faculty and staff, its former students, the residents of Randolph County and northeastern Arkansas, and finally to the entire citizenry of Arkansas….*

Request: To establish a process to be used by faculty and staff who wish to request funding assistance from the BRTC Foundation for special college-sanctioned events or activities that are beyond the scope of institutional operating funding and more properly funded by the Foundation.

Rationale: As the Foundation continues to grow in its visibility, its level of activity, and in its resources, it is both expected and desirable that there will be an increase in the number of requests from faculty and staff seeking funding assistance for various sorts of activities or events. This policy shall assist the Foundation Board in:

1) Evaluating appropriateness of requests
2) Setting a limit on the amount requested
3) Setting a limit on the total amount of such requests to be funded in a fiscal year.

Justification: The anticipated increase in the funding requests the Foundation may receive is seen as a positive outcome for three primary reasons:
1) The assumption can be made that the sorts of events or activities for which funding is requested are likely to be beneficial to the groups mentioned above and in keeping with the Foundation's stated "Purposes."
2) The ability of the Foundation to fund appropriate requests will likely create relationships with faculty and staff, as well as students, and thus provide connections and friendships that may yield further benefit to the college through funding and/or gifts to the college.
3) Special events or activities funded, even in part, through the Foundation, will provide wider public exposure to the Foundation, thus enhancing its ability to attract community support.