

PLEASE WRITE LEGIBLY

## CalArts Student Council Funding Proposal Worksheet

Please encircle the grant for which you are applying:

Project      Travel      Métier      Emergency

Name: \_\_\_\_\_ Date of submission: \_\_\_\_\_

School: \_\_\_\_\_

Mailbox Number: \_\_\_\_\_

Date and time of event: \_\_\_\_\_

Venue: \_\_\_\_\_

Email (required): \_\_\_\_\_

Phone: \_\_\_\_\_

Amount requested: \_\_\_\_\_

Please attach request letter with a detailed description of your needs, a COMPLETE AND DETAILED budget breakdown, and applicable documentation. Include additional funding requested and/or received from other sources. **Please pay attention to *all* proposal guidelines.**

\_\_\_\_\_

### For Student Council use only:

Date voted: \_\_\_\_\_

Date notified: \_\_\_\_\_

Approved amount: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Receipts Addendum Form

In order to be reimbursed, **ORIGINAL** receipts must be submitted to Student Council via the Student Council mailbox with the Receipt Addendum Form attached no more than **seven (7) business days after your event/travel**, and **thirty (30) calendar days after proposal approval notification date for métier and emergency grants**. Documentation must include both details of what was purchased and proof of payment.

**Date of event/travel/proposal approval notification** (for métier and emergency): \_\_\_\_\_

**Receipts due date:** \_\_\_\_\_

IF YOU ALREADY HAVE RECEIPTS FOR YOUR PROJECT, PLEASE ATTACH ALL ORIGINAL RECEIPTS, INVOICES, AND ONLINE PRINT-OUTS TO THIS DOCUMENT.

Approved applicants will be reimbursed for the sum total of their expenses demonstrated by the receipts, up to but not exceeding the awarded amount.

Thank you for applying.

Sincerely,  
Matthew Bamberg-Johnson  
President