



MSU College of Agriculture and Natural Resources Alumni Association

APPLICATION FOR FINANCIAL ASSISTANCE FOR STUDENT ORGANIZATION PROJECTS/OPPORTUNITIES

College of Agriculture and Natural Resources Alumni Association Student Club Grant Process:

The CANRAA has limited funds which it may, at its discretion, make available to qualifying Student Organizations to help offset costs of a special project or opportunity.

- All requests must be submitted by October 20 for fall semester and February 15 for spring semester.
 - Consideration should be made to submit application for events a semester before they are scheduled to occur.
- Allocations will not be provided for events which have already passed.
- To qualify a student organization must be a regular participating member of the CANR Student Senate or must have a representative from the department the club represents. CANR departments with Graduate Student Organizations are also eligible to apply.
- Funds may be requested in any amount up to \$1,000.00.
 - Consideration will be made for additional funding for special circumstances and unique scenarios, including, but not limited to hosting national events on the Michigan State University Campus.
 - Forms must have **ALL** information fully completed to be eligible for funds.
 - Applications must be typed.
- Your request will be forwarded to CANRAA's Student Grant Committee within a week of the submission deadline.
- You will be contacted within 30 days by the Alumni Relations staff with the Committee's decision.
- If approved, funds will be transferred by a JVE to the club's MSU account.
- Submit fund requests to Kathryn Reed in the CANR Office of External Relations, 446 West Circle DR; Room 319, East Lansing, 48824 or email: kreed@msu.edu.
- For future financial consideration, student organization(s) **MUST** return a feedback form and create a poster (poster requirements included on feedback form) in Microsoft Publisher that the CANRAA will pay to print which will be used in your booth at AutumnFest and other CANRAA events.



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DATE OF
REQUEST:

Name of Student Organization: _____ Number of Members: _____

Name of Project: _____ Date of Project: _____

Time/Duration: _____ Location: _____

Is this a onetime project? ____YES ____NO If no, when was the last project held? _____

Total number and type of expected attendees (*i.e., students, faculty, others*): _____

Brief description of project in 50 words or less

(Attach supporting documentation if available and additional pages if needed.)

Goal: _____

Speakers, noteworthy dignitaries:

Describe how your club will participate in this project:

Describe how your organization will publicize the project, and if MSU faculty/staff will assist:

How would this grant strengthen your club/enhance your student experience?

What is the projected total cost of the project?
(Attach a budget to this request)

\$

Amount of Alumni Association funds requested:

\$

Describe how the Student Club Grant funds will be used: _____



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Please list all additional sources of funding for this project, including amounts:

How will your organization match sources of funding? _____

How will your organization publicize/acknowledge the Alumni Association's support of this project?

AutumnFest and Golfing for Scholarships are the two CANRAA fundraising events that fund the Student Club Grants. How has your club participated in these functions?

Describe your club's level of involvement with Student Senate:

Contact Person for Request: _____

Phone: _____ - _____ **Email:** _____

Faculty Advisor: _____

Phone: _____ - _____ **Email:** _____

Name of Current Club or Department CANR Student Representative: _____

MSU Account Number to be used if funds are awarded: _____

Account named above must be active to receive the funds.

The Committee will notify you within 30 days after receiving the completed Request Form. For more information contact Kathryn Reed, CANR Assistant Director of Alumni Relations and Special Projects at 517-355-0284 or kreed@msu.edu.

FOR COMMITTEE USE ONLY

Last date Grant Received: _____ Total amount Club has received in SCG funding: _____

☐ Approved Amount: \$ _____ OR ☐ Denied, reason: _____

Date the Contact Person was notified and by whom: _____

Date Accounting was notified and by whom: _____

Other notes: _____



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MSU COLLEGE OF AGRICULTURE AND NATURAL RESOURCES ALUMNI ASSOCIATION

FINANCIAL ASSISTANCE TO STUDENT ORGANIZATIONS

FEEDBACK FORM

The MSU College of Agriculture and Natural Resources Alumni Association is pleased to support your Student Organization project. After your project, please complete the following information and return.

The CANRAA requires that all clubs receiving funds make a poster on their event/activity in PowerPoint or Publisher. The CANRAA will pay to print the poster to be used at AutumnFest and other CANRAA events. The return of this information is due **within 30 days after the conclusion of the project** (use additional pages if needed). Thank you.

Poster requirements: Posters should be created in Microsoft Publisher or as a PowerPoint Slide and submitted to the CANRAA as a pdf. Before starting to design your club's poster set the page setup to 36" wide by 24" in height. Please contact Kathryn Reed (information below) with any questions or for assistance.

Name of Student Organization: _____

Name of Project: _____

Date of Project: _____ **Number of Attendees:** _____

Please list attendees if less than 25 (use additional sheets if needed):

In what way do you think the project was successful?

How did this project impact your organization?

How was the CANRAA recognized for their support of your project?

Submitted by: _____ **Date:** _____

Return form to: CANR Alumni Association, 446 W. Circle DR; Room 319, East Lansing, MI 48824. For additional information call 355-0284 or e-mail kreed@msu.edu.