



College of Agriculture and Natural Resources Alumni Association (CANRAA) Student Club Grant Application for Financial Assistance for Student Organization Projects/Programs/Events:

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, program, event or other opportunity.

- All requests must be submitted by October 20 for fall semester and February 15 for spring semester.
 - Consider submitting this application a semester before the project, program or event is scheduled to occur.
 - Allocations will not be provided for events that 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**.
- To be considered for funding:
 - Application forms must be fully completed to be eligible for funds, no exceptions. Incomplete applications will not be considered.
 - Applicants must use the current year's application and should not duplicate past submission forms or cut and paste from prior years.
 - Applications must be typed.
 - Consideration may be given for additional funding for special circumstances including, but not limited to, hosting national events on the Michigan State University campus.
- Your request will be forwarded to CANRAA's Student Club 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 your application to Faith Brooks-Mason in the CANR Office of External Relations, 446 West Circle DR; Room 319, East Lansing, 48824 or email: brook292@msu.edu
- For future financial consideration, student organization(s) **MUST** return a feedback form and create a poster (poster requirements included on feedback form) that can be displayed in your booth at AutumnFest and other CANRAA events.



SUBMISSION DATE:

Name of Student Club/Organization: _____

Number of active club/organization members: _____

Name of Project/Program/Event: _____

Date of Project: _____ Time/Duration: _____

Is this a onetime project/program/event? ___YES___NO If no, when was it last held? _____

Location: _____

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

Please provide a brief description of your project/program/event, how your club will participate in the effort, and any outcomes you hope to achieve (200 words or less). Attach supporting documentation and/or additional pages, as needed.

In one sentence, describe why the CANR Alumni Board should award your club/organization funding.



In addition to a detailed budget, which needs to be attached, please include:

Total projected cost of the project:

Amount of Alumni Association funds requested:

\$

\$

Describe specifically how the Student Club grant funds will be used:

Will your club/organization/department/unit match funding? If so, how?

Describe how your club/organization will publicize the project/program/event to increase awareness and attendance, and if MSU faculty/staff will assist:

AutumnFest and Golfing for Scholarships are the two CANRAA fundraising events that fund the Student Club Grants.

- Does your club/organization actively participate in AutumnFest? If yes, in what capacity does your club/organization participate?

- Does your club/organization actively participate in Golfing for Scholarships? If yes, in what capacity does your club/organization participate?



Describe your organization/club's level of involvement with Student Senate, GSO, and/or CANR Alumni Board.

Please share one innovative idea to connect or interact with CANR alumni in the future.

Contact Person for Request: _____

Phone: _____ **Email:** _____

Faculty Advisor: _____

Phone: _____ **Email:** _____

Name of Current Club or Department CANR Student Rep: _____

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 Faith Brooks-Mason, College Alumni Officer at 517-355-3887 or brook292@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: _____



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. The CANRAA requires that all clubs receiving funds complete the following information and create a poster on their event/project/program. The CANRAA will pay to print the poster to be used at AutumnFest and other CANRAA events. This poster is due **within 30 days after the conclusion of the project/program/event**

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 Faith Brooks-Mason (information below) with any questions or for assistance.

Name of Student Organization: _____

Name of Project: _____

Date of Project: _____

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

In what way do you think the project/program/event was successful?

How did this project/program/event impact your club/organization?

How was the CANRAA recognized for their support?

Submitted by: _____ **Date:** _____