



ATTENTION!

BEFORE YOU ENTER THIS ROOM, PLEASE MAKE SURE THAT YOU HAVE CONFIRMED THE FOLLOWING:

- You have completed the CFC online workshop and have confirmation of that attached to your application.
- The person who filled out and is turning in this application is either the official president or treasurer on the Center for Student Involvement form.
- Your organization is registered as an undergraduate organization with the Center for Student Involvement.
- The application is typed.
- The signature on the application matches the name on the application.
- There is one (1) original application with original supporting documents, plus 14 copies.
- The amount in the "Your Contribution" + "CoSponsor Contribution" columns is at least equal to the total amount of fundraisers (BOX A)
- Your organization's total grant request for 2009-2010 has not exceeded \$2000.
- On the second page of the grant application titled, "Line Item Detail", you have listed all the expected expenses for the event you are applying for.
- You have attached quotes (that are less than 60 days old from today) for every line item your organization is asking for CFC grant funding. (Quotes are not required for non-CFC line items in your total budget).
- The total amount in BOX A lists only fundraising for this specific event only.
- You have a confirmed reservation for the facility that you will be hosting your events and have attached confirmation of that to your application.

If you have completed all of the above tasks, please come in and a CFC board member will be with you shortly.

