



Giving YOU the Opportunity to Program for YOUR Campus
Programming Grant Application
2009-2010

PURPOSE

The primary purpose of Liberal Arts at Play (LAAP) is to enhance student social life and well being at Albion College by providing supplemental financial support to programs (activities/special events) that offer fun, creative and innovative opportunities for students.

ELIGIBILITY

LAAP programming grants are available to student groups officially registered at Albion College as well as organized groups of students interested in planning **social** programs.

EVALUATION CRITERIA

- Primary focus of the program is to enhance the social life and well being for Albion College students.
- Program is open to all Albion College students.
- Preference for programs that take place on campus.
- Programs are non-alcoholic in nature.
- Quality of application (clear, detailed, well-written).
- Evidence of sound financial planning and a realistic marketing plan.
- Preference given to groups and organizations that collaborate on the program.
- Program is carefully thought out and well planned.

GUIDELINES

- Creativity and innovation must be shown through bringing new types of programming to Albion's campus.
- Grants will be awarded only to programs to which all persons have equal access without regard to race, color, national origin, religion, sex, age, disability, or sexual orientation.
- Applications must be submitted **at least** 12 days prior to your program in accordance with the application due dates. No funding will be given to programs held prior to review of application.
- A reasonable and realistic budgeting process must be in place for the program.
- All groups must have a faculty/staff program advisor.
- In general, grant awards will not support full funding of any program. Applicants must demonstrate efforts to secure funding beyond this grant program. Exceptions can be made to this on a case-by-case basis.
- LAAP does not fund programs in which there is an intent to make a profit (i.e., charging excess admission fees).
- LAAP does not fund programs in which money is donated to charitable causes or individual organizations (i.e., fundraisers, sorority philanthropy, etc.).
- Funded programs must acknowledge *Liberal Arts at Play (LAAP)* in all advertising and publications for the program.

APPLICATION DUE DATES

Wednesday, September 2, 2009	Monday, January 25, 2010
Monday, September 14, 2009	Monday, February 8, 2010
Monday, September 28, 2009	Monday, February 22, 2010
Wednesday, October 14, 2009	Wednesday, March 17, 2010
Monday, October 26, 2009	Monday, March 29, 2010
Monday, November 9, 2009	Monday, April 12, 2010

Applicants *may be required* to meet with the Liberal Arts at Play Coordinator, prior to review of application by selection committee.

Notification of funding approval will be within one week of the closest application deadline.

Applications must be turned in to the Campus Programs and Organizations office by **5:00pm on the application deadline.**

Applications and any questions may be directed to: **Jennifer Schreer, Liberal Arts at Play Coordinator,**
Campus Programs and Organizations Office, #4680 Kellogg Center, Phone: ext. 0433, jschreer@albion.edu



**APPLICATION FOR LAAP PROGRAMMING GRANT
2009-2010**

- Applications must be turned in to the Campus Programs and Organizations office by **5:00pm on the appropriate application deadline.**
- You may complete this application on a separate sheet; however, be sure to answer ALL questions or your application may not be considered.

CONTACT INFORMATION (Please type or print)

Name of student organization: _____
(If officially registered with CPO)

Name of contact person: _____

KC box/address: _____

Phone # : _____ **E-mail:** _____

Faculty/Staff program advisor: _____

Phone # : _____ **E-mail:** _____

PROGRAM INFORMATION

Name of proposed program: _____

Date/time of program: _____

Location of program: _____

Anticipated # of participants attending program: _____

Total amount of LAAP funding requested: _____

When would funding be needed? _____

PLEASE ANSWER THE FOLLOWING QUESTIONS REGARDING THE PROPOSED PROGRAM

(If additional space is needed, attach a separate piece of paper.)

1. Please give a detailed description of the program.

2. What steps are you taking to ensure a successful program? (i.e., advertising, etc.)

3. Describe how your program will enhance student social life and well being on campus.

PLEASE COMPLETE THE FOLLOWING BUDGET INFORMATION
(or attach separate document)

DESCRIPTION OF EXPENSES

AMOUNT

INCOME SOURCES

What the entire program will cost:

Where all of the money will come from:

Facilities rental _____ \$ _____
 Food _____ \$ _____
 Publicity _____ \$ _____
 Honorariums _____ \$ _____
 Supplies _____ \$ _____
 Technical support _____ \$ _____
 Transportation _____ \$ _____
 Other _____ \$ _____

LAAP Grant Request: \$ _____
 Co-sponsors (please list):
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 Other income:
 Admission fees \$ _____
 _____ \$ _____

EXPENSE TOTAL: \$ _____

INCOME TOTAL \$ _____

***Expenses should equal income, if they do not, please explain on a separate page.**

***Staff use only. Do not write below this line.**

_____ Denied

Reason: _____

_____ Approved

\$ _____ LAAP awarded

Specifications: _____

Evaluation Sent _____

Evaluation Received _____