

CHHS Student Government Club Grants

Part 1 – Overview

Section I - Summary

To support and improve student-led clubs and organizations at Chapel Hill HS, Student Government (“SG”) has raised enough funds to begin a Club Grant System. This system relies on clubs to apply, and, if approved, receive money to be reimbursed for a certain project that the club leaders believe will improve Student Life.

Due to limited funding we do not have sufficient funds to supply each club grant. We will do our best to distribute funds that will benefit both the club and the school.

The process goes as follows:

- 1) Clubs will fill out an application detailing their desired project for up to \$250.
- 2) Student Government will conduct research to determine student interest in the project and seek necessary approval from the administration.
- 3) If approved by a majority vote of Student Government Senators, and consequentially, SG Officers, the clubs will receive* the funds** to complete the project.

*The club will be reimbursed for the items purchased for the project as long as they are in the approved grant application. Moneys will only be sent if it can be proven that they are reimbursing the purchaser for the exact item.

**Student Government reserves the right to fund only certain parts of a project if deemed necessary.

- 4) Clubs are able to reach out to more students and improve student life at CHHS.

Section II – How to Use the Application

Please follow the procedure as outlined below.

- 1) Fill out the “Part II – Application”
- 2) Turn in the Application to the Student Government mailbox located inside the Main Office in an envelope marked “Club Grant Application – (your club here)”
Deadline will be posted on the Student Government Website and Facebook Page.
- 3) You can use as many copies of the page marked “Section II” as you need to show the cost of each item for the project (there is space for four items per page).
- 4) Cross your fingers, pray, eat, do whatever you have to do to pass the time. All applicants will be notified as soon as possible whether their application has been accepted or not.

Turn the page, and let the fun paperwork begin!

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Part II – Application

Section I – Applicant Information

A) Club Name: _____ B) Average number of members (past years): _____ C) Students helping with project planning:	E) Name of Advisor & room #: _____ F) Advisor’s email address: _____
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Name	Position in Club & Contact info	Grade
(main contact:)		

D) Summarize how your project would use the Grant to improve student life at CHHS:

Section II – Fun Money Stuff

Detail how each cent of the Grant would be spent, and for what reason:

Item Cost:	
Item 1 name: _____	: Cost (including tax/shipping): \$ _____
Quantity: _____	: Store: _____
What this item does for project: _____ _____	
.....	
Item 2 name: _____	: Cost (including tax/shipping): \$ _____
Quantity: _____	: Store: _____
What this item does for project: _____ _____	
.....	
Item 3 name: _____	: Cost (including tax/shipping): \$ _____
Quantity: _____	: Store: _____
What this item does for project: _____ _____	
.....	
Item 4 name: _____	: Cost (including tax/shipping): \$ _____
Quantity: _____	: Store: _____
What this item does for project: _____ _____	

PAGE

COST:

ITEM 1
\$ _____

+

ITEM 2
\$ _____

+

ITEM 3
\$ _____

+

ITEM 4
\$ _____

=

PAGE

TOTAL

\$ _____

Section III – Totals

Please use the following table to tally up the cost of your project.

Page / Item #	Item Name	Cost
1 / 1		\$
1 / 2		\$
1 / 3		\$
1 / 4		\$
2 / 1		\$
2 / 2		\$
2 / 3		\$
2 / 4		\$
3 / 1		\$
3 / 2		\$
3 / 3		\$
3 / 4		\$
4 / 1		\$
4 / 2		\$
4 / 3		\$
4 / 4		\$
TOTAL	→ → → → →	\$

CLUB ADVISOR: *I hereby certify that I have reviewed the information in this Grant Application and that I am aware that I am responsible for the appropriate use of any reimbursement funds awarded.*

Print name: _____ **Signature:** _____ **Date:** _____

Section IV – Conclusion

You have just finished your Grant Application! The difficult part is now complete. Please remember to turn in this application into the Student Government mailbox located inside the Main Office in an envelope marked “Club Grant Application – (your club here)” on the outside. You will be contacted with the outcome of your application.

We wish you the best of luck!

