ICC FUNDING REQUEST RUBRIC

Instructions: Select "File" in the upper left corner then "Make a Copy" before filling out this form. Please fill out this assessment alone and without any input from other committee members. If you need clarification or help, please reach out to the ICC Advisors. Take your time to review the request while evaluating the different areas; there are no wrong answers. Fill out this first page (except the recommendation) before continuing with the evaluation. After completing the rest of the assessment, return to this first page and fill out your recommendation. Save a copy for your records and share/email with the ICC Chair before the next ICC Leadership Meeting.

Evaluator Information

Date of Evaluation:	
Name of Evaluator:	

Request Information

Funding Request:	
Name of Requestor:	
Name of Requestor/Organization:	
Requestor Category:	☐ Student ☐ Student Club/Organization ☐ MCC Employee ☐ External/Community ☐ Other (list below):

Budget and Cost Information

The current amount available in the 'ICC Funding Request' budget line:	$
Requested amount:	$
Is the requested amount available in the "ICC Funding Request' budget line?	☐ YES - Continue with Assessment ☐ NO - Let requestor know and, if possible, offer possible solutions/alternate sources of funding

Final Recommendation:

Must meet one requirement of Area 1 and all of Area 2 to be approved. If not approved, please work with the requestor on resubmitting or providing more information.

☐ **Approve full amount requested**
☐ **Approve partial amount requested**
☐ **Not approved**

If approved for a partial amount, state-specific amount:

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Area 1: Goals and Purpose
Funding requests should meet at least one of the areas below.
Requests that fulfill more than one area may have priority consideration for funding approvals.

Character & Leadership: **Select One:** ☐ YES ☐ NO If yes, specifically state how:	Does the funding request state how this funding will help students build character and gain leadership experience through new opportunities, inspiring students to solve problems, and/or recognize students with outstanding character? Examples: • Inspire students to take the initiative to solve global or national problems • Provide leadership development opportunities • Put students through character-building situations and challenges • Recognize and reward students with outstanding character
Community, Culture & Diversity: **Select One:** ☐ YES ☐ NO If yes, specifically state how:	Does the funding request state how this funding will help build a sense of community, belonging, and diversity through supplemental learning, campus spirit, and addressing the needs and concerns of the students? Examples: • Build campus spirit and sense of community • Listens to student concerns, suggestions, and issues • Offer community service opportunities • Partner with groups in the community to address the students' need • Promote communal harmony and diversity • Promote learning outside the classrooms
Academic Excellence: **Select One:** ☐ YES ☐ NO If yes, specifically state how:	Does the funding request state how this funding will help students gain academic success through using resources, promoting available resources, encouraging learning, and/or connecting a communication channel? Examples: • Build a channel of communication between students, faculty, and other educators • Encourage graduation/ transfer to another college • Encourage learning and research and create a scholarly environment • Help students appreciate course content • Provide resources that help students achieve educational goals • Raise awareness on resources available to help students succeed academically

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Campus Life:	Does the funding request state how this funding will promote and enrich campus life?
Select One: ☐ YES ☐ NO If yes, specifically state how:	Examples: • Awareness of current affairs or issues that MCC students face today • Exposure to faith and religion • Networking and entertainment • Participation in sports and athletics • School-work-life balance • Student employment opportunities
Total number of areas met (select one): ☐None ☐One ☐Two ☐Three ☐Four	**Comments on section:**

Area 2: Plan for Funding Request
Funding requests should provide clear answers to ALL of the questions below. (If not applicable, select other and write N/A for comments)

Does the requestor provide a specific time frame or event date and time? Provide date/s and times	☐ YES - Event ☐ YES - Passive Programming ☐ NO ☐ OTHER or N/A **Details:**
Does the request state the targeted audience?	☐ YES ☐ NO ☐ OTHER or N/A **Details:**

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Are there alternate sources of funding that are supporting this request?	☐ YES ☐ NO ☐ NOT NEEDED ☐ OTHER or N/A **Details, if needed:**
Does the requestor provide a detailed plan of how funding will be spent? (Vendor, invoice, estimate, etc.)	☐ YES ☐ NO ☐ OTHER or N/A **Details, if needed:**
STUDENT/S OR STUDENT CLUB/ORGANIZATION ONLY: **Does the requestor have an advisor's approval or support?** **(If ALL answers for Area 2 are answered yes or other except this one, please consider if ICC can assist or help find an advisor. If no advisor is required, please select other and list why)**	☐ YES ☐ NO ☐ OTHER or N/A **Details, if needed:**
Are ALL criteria met for Area 2?	☐ YES ☐ NO **Comments on section:**

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ADDITIONAL INFORMATION IF NEEDED

Requestor comments (imported from form) on project funding request:	
Is there anything else that the ASG should consider before deciding on the funding request?	