

## HOW TO APPLY FOR ETHNIC STUDENT CENTER STEERING COMMITTEE FUNDING

### **Requests for up to \$2000:**

1. **Complete the ESC Steering Committee Funding Request Form and Itemized Budget\***  
Meet with the Ethnic Student Center Coordinator/Activities Advisor. **Meeting with the Coordinator/Activities Advisor is required** before your request will be processed.
  - **Michael Vendiola, Coordinator/Activities Advisor**  
Viking Union 420, 360-650-7272, [michael.vendiola@wwu.edu](mailto:michael.vendiola@wwu.edu)
2. **Submit the Form and Itemized Budget to the Associated Students Vice President for Diversity by any Thursday, no later than 3 pm.** Your request will be reviewed and placed on the next ESC Steering Committee meeting agenda as an *Information Item* - this means that your proposal will be discussed at this meeting, but will not be voted on until the following meeting. **You will be contacted via email about the Committee meeting time and location.**
3. **Attend the ESC Steering Committee Meeting** At least one representative, excluding the ESC Steering Committee Representative, must be present when your request is presented as an information item. Be prepared to answer questions about your funding request, how the money will be spent, how this expense of funds will benefit students, how you plan to advertise, etc.
4. **Return for the next ESC Steering Committee Meeting** At least one representative, excluding the ESC Steering Committee Representative, must be present when your request is being voted on as an action item. If your funding request is approved, please consult the Ethnic Student Center Coordinator/Activities Advisor for details regarding the transfer of funds.

### **Requests for more than \$2000 (Large Event Funding Request):**

1. **Complete the ESC Large Event Funding Request Form and Itemized Budget\***  
Review the ESC Steering Committee Funding Guidelines below and meet with the Ethnic Student Center Coordinator/Activities Advisor. **Meeting with the Coordinator/Activities Advisor is required** before your request will be processed.
  - **Michael Vendiola, Coordinator/Activities Advisor**  
Viking Union 420, 360-650-7272, [michael.vendiola@wwu.edu](mailto:michael.vendiola@wwu.edu)
2. **Submit the Form and Itemized Budget to the Ethnic Student Center Coordinator/Activities Advisor**
3. **Meet with the Associated Students Business Director, VU Finance Office Manager, and the Ethnic Student Center Coordinator/Activities Advisor.** Be prepared to answer questions about your funding request, your itemized budget, how the money will be spent, any travel needs, contracts for outside speakers/performers, etc. **You will be contacted via**

email by the Ethnic Student Center Coordinator/Activities Advisor about the meeting time and location.

4. **If approved by the Ethnic Student Center Coordinator/Activities Advisor, they must submit the Form and Itemized Budget to the Associated Students Vice President for Diversity by any Thursday (at least four weeks before the date of your event), no later than 3 pm.** Your request will be reviewed and placed on the next ESC Steering Committee meeting agenda as an *Information Item* - this means that your proposal will be discussed at this meeting, but will not be voted on until the following meeting. **You will be contacted via email about the Committee meeting time and location.**
5. **Return for the next ESC Steering Committee Meeting** At least one representative, excluding the ESC Steering Committee Representative, must be present when your request is being voted on as an action item. If your funding request is approved, please consult the Ethnic Student Center Coordinator/Activities Advisor for details regarding the transfer of funds.

***\*The ESC Steering Committee will not grant any form of retroactive funding.***

**Following are descriptions of the different ways the ESC Steering Committee can allocate funding:**

**Underwrite** The club and the ESC Steering Committee both share in the financial risk. The club repays as much as they can out of revenue, or returns any unused funding.

**Grant** The money is granted outright and does not need to be repaid.

**Loan** Must be repaid – the requesting club assumes all financial risk, and cannot request any more funding from the ESC Steering Committee until the loan balance is paid in full.