



TEXAS A&M UNIVERSITY
College of Agriculture
& Life Sciences

College of Agriculture and Life Sciences
Student Council
Spring 2022 Development Grant



The College of Agriculture and Life Sciences (COALS) Student Council is a representative body that serves as the liaison between students, faculty, and Dean of the College of Agriculture and Life Sciences. As part of the Council's mission to unify and serve students by encouraging personal development, the Council has created this grant as a resource for other student organizations. The intended purpose of the grant is to help students develop their organizations and the college by organizing events, activities, and conferences that they would not have had the means to do so financially without the use of the additional funding from the grant.

Eligibility:

Applications may be submitted by student organizations in the College of Agriculture and Life Sciences. Funding may only be awarded for the same project or activity one (1) time. An organization may only receive one (1) COALS Council Development Grant per academic year. An organization shall be defined by their Student Organization Finance Center (SOFC) main account number.

Application:

The student organization shall submit a completed application addressing each of the criteria listed below and a detailed budget (see attached); **applications must be signed by both the student organization's leader and advisor.**

- Applications are limited to one (1) page
- Applications must include the budget sheet for the intended project/activity
- No more than one (1) grant per organization per academic year will be given
- After a selected organization uses the money, a detailed picture PowerPoint presentation is required at the next COALS Council business meeting

Selection Criteria:

The organization applying for the grant must answer the following in the "Description of project/activity" part of the application (attached):

1. What is the *potential value* of the proposed project/activity to the College of Agriculture and Life Sciences?
2. The proposed project/activity should *benefit as many students as possible* in the College of Agriculture and Life Sciences. How will that be done?
3. The proposed project must be likely to *achieve the goals* stated by the organization applying. What are the goals of the project/activity? ***If the project is not completed and documented within the semester of proposed project date(s), awarded funds shall be returned to COALS Council.***

Procedures for Submitting Proposals

Each interested organization will apply with an electronic application by 5:00 p.m. on March 2, 2022 sent to coalscouncil@gmail.com. Organizations will need to submit no more than the one (1) page application (attached) outlining the project or activity the money will be used toward **and** the budget sheet (attached) showing the need of funding. Applications for funding a project/activity or event that has taken place prior to the application review by the Council will not be considered.

Proposal Review

After the March 2 deadline has passed, a pre-selection committee made up of administration in the College of Agriculture and Life Sciences will review each submitted application and confirm that each has met the requirements of the grant and will ultimately help benefit the college as a whole. Those applications meeting the requirements will be contacted with the decision (accept/decline) and notified to move on in the grant process.

Organizations moving on in the process will need to prepare a short presentation about their applications to be presented at the March 7, 2021 COALS Council business meeting. Organizations may send the student organization's leader (i.e. President) or a selected member of the organization to attend the business meeting to give brief highlights of the application and answer questions from the Council about the organization's application. After hearing all application presentations, the Council will take a vote to determine which organization(s) and application(s) will receive a grant. A Council Selection Committee will then discuss and vote on how much money each organization will receive.

Grant Distribution

Depending on the number of applications and requested funds, the Council Selection Committee will take a vote to determine how much money is allocated and to what organization(s). Once the Selection Committee's decision has been made, each organization will be contacted within the week. The grant money will be directly deposited into the selected organization(s)'s SOFC account or given to the organization's leader by check, approximately five to seven working days after the selected organization(s) have been notified. The COALS Council V.P. of Finance will verify that all funds have been deposited into the selected organization's account.

Follow-Up:

After the selected organizations have finished the project/activity the grant money was given toward, a picture PowerPoint slideshow will be presented to COALS Council at the next scheduled business meeting determined by the COALS Council president. The slideshow should give an overview of what the project/activity was and how the grant money was beneficial. The slideshow should also include pictures of the event/activity. Each organization will then be recognized in the College of Agriculture and Life Sciences Convocation banquet program manual at the end of the spring semester as being a recipient of a COALS Council Development Grant.

Selections Timeline:

February 1 - Grant applications will open.

March 2- Applications due: an electronic copy emailed to coalscouncil@gmail.com

March 3-4 - Pre-selection committee accepts/rejects applications; organizations selected will be notified in order to prepare presentation for COALS Council business meeting

March 7- Organizations present grant applications at the COALS Council business meeting; COALS Council will vote on which organizations will receive a grant; 10-member Council Selection Committee will determine amount of money awarded to each selected application and organization

March 9 - Organization(s) selected will be notified and awarded money

March 9 - Transfer of funds will occur by the end of the working day Friday and COALS Council V.P. of Finance will confirm transfer



**College of Agriculture and Life Sciences Student Council
Spring 2022 Development Grant Application**

(PLEASE TYPE)

Student Organization: _____

SOFC Account #: _____

Name of Intended Project/Activity to use the Money:

Date of project/activity: _____

Organization Leader(s): _____ **Phone #:** _____

E-mail: _____

Organization Advisor: _____ **Phone #:** _____

E-mail: _____

Description of project/activity (please relate to the specific criteria found under the selection criteria heading):

BUDGET FOR PROJECT/ACTIVITY

Income- *Please list the income/money set aside for this specific project/activity (e.g., fundraisers, membership dues, attendance/entry fees, academic college/departmental support, corporate donations, other student organizations, etc.):*

Expenses- *Please include the items and expected expenses for each item that will be needed to make the project/activity functional (i.e., publicity, printing and mailing charges, AV equipment, room charge, transportation, lodging, registration fees, etc.):*

Total amount requested from COALS Council: \$ _____

Signature of President

Date

Signature of Advisor

Date