



CHECKLIST A: APPLYING FOR A GRANT

Thank you for your interest in a grant from the World Arts and Cultures Committee.

The World Arts and Cultures Committee aims to foster and enhance a climate of appreciation and respect for the diversity of cultural values, ideas and expressions represented by our students, staff, faculty and the world in which we live. We will strive to accomplish our mission by bringing diverse events on campus, reflecting the college's position in today's global society. To help you more successfully address those values in your application responses, and to ensure the most complete and effective application possible, we have prepared the following checklist. We also encourage you to reference our many useful resources, including sample grant applications, available on our official [WACC WEBSITE](#).

PLAN AHEAD

Successful WACC grant applications demonstrate advance planning, including a detailed schedule of activities, participants, speakers, and costs. If you have not already received commitments from guest speakers, performers, and other participants, then you won't be able to tell us how the grant monies will be used, which may result in the denial of your request.

TYPE YOUR RESPONSES

All responses on a WACC grant application should be typed, not handwritten. If you haven't already done so, please take the first step and download the grant request form. E-mail the completed application to sara.glasgow@gcccd.edu, at Grossmont College's [Student Affairs Office](#) (ext. 7600, 60-204). Applications forms are available as an MS Word document under "Step 1: Request a Grant" from the official [WACC website](#).

MAKE SURE ALL QUESTIONS ARE PROPERLY ANSWERED

Always double-check that 1) you have left no question on the grant application unanswered, and that 2) each response is relevant to the language and criteria of WACC's question. Succinct and coherent answers are appreciated. However, if you must continue a response on a separate attachment, write "See attached" under your answer on the application form and repeat the question on the attachment. Note: Attachments should continue a response, not begin one. Furthermore, an attachment is acceptable only if it legitimately extends a response to a single question with pertinent info and illustrations (e.g., pamphlets, biographies, samples, or representative excerpts from published works). WACC may summarily deny a grant request if its attachment does any of the following:

- ✓ combines two or more questions into one response;
- ✓ evades questions on the grant application;
- ✓ changes the wording or the context of a question;
- ✓ is immaterial to the grant request or its event.

For more info about relevant criteria, see below, "Support the Educational Outcomes of Your Event."

DO THE MATH

Every grant application begins with a disclosure of your expenses and finances (Questions I.A through I.C). An Activity Budget not itemized, not well explained, not forthcoming, or not accurate will likely cause your grant request to be denied. Do the research before submitting the application and provide a realistic breakdown of your expenses, even if what you are requesting is only a portion of those expenses. Sample completed grant applications, including an annotated version, are available on the [WACC website](#) to assist you.

SUPPORT THE EDUCATIONAL OUTCOMES OF YOUR EVENT

The mission of the World Arts and Cultures Committee supports diversity and Grossmont College student learning; these criteria must be present in the explanation of your activity or event. Please be thorough in your explanation about how the value of your event will be assessed, and how to connect specific aspects of your event to outcomes important to your program, department, or division, including Institutional Student Learning Outcomes (ISLOs) if they are relevant. If you are unfamiliar with these, resources about outcomes are available on [Grossmont College's main website](#). For further details, please visit "[Student Learning, Service, and Support Outcomes](#)."

DON'T GIVE UP!

In most cases, if your proposed event meets WACC's mission objectives but your grant application is denied, WACC will offer suggestions for improvement and encourage you to resubmit it.