

SGA Support Scholarship Proposal Checklist

Use this checklist to make sure your proposal is ready for review!

Connection to Mission & Student Engagement

- ☐ My proposal clearly explains how it connects to CCD's mission.
- ☐ I show how the project will increase student engagement in a meaningful way.

Funding Category & Eligibility

- ☐ My request fits one of the allowed categories (materials, programming/events, or travel).
- ☐ All participants (students, orgs, departments) meet the eligibility rules.

Budget

- ☐ I provided a detailed, itemized budget.
- ☐ Costs are realistic and within funding limits.
- ☐ All expenses follow the guidelines.

Presentation

- ☐ I prepared a clear, 5-10 minute presentation in the form of a slide deck or speech
- ☐ I can explain how the project works, why it matters, and what funds will support.

Required Documents

- ☐ Description of funding request & connection to mission.
- ☐ Detailed itemized budget.

Impact

- ☐ My proposal explains how this project will benefit students.
- ☐ I included ideas for how the impact might continue beyond the event/travel.

Tip: The stronger your proposal shows clear alignment with the mission, thoughtful use of funds, and lasting impact, the better your chances of being funded!