

**Social Justice Coordinating Committee  
SJCC Fund Proposal Guidelines 2013-2014**

<b>Eligibility</b>	Any member or group of Saint Mary's College students, faculty, or staff is eligible to apply for funding from the SJCC toward meeting the committee's goal of promoting the integration of social justice across the academic and co-curricular experience at the College. Initiatives can include, but are not limited to guest speakers, films, artistic performances, workshops, and retreats.
<b>Due Dates</b>	Applications are due by the 10 <sup>th</sup> of every month.
<b>Review Process</b>	The SJCC reviews applications at its monthly meetings. Applicants will be notified of the committee's decision by the end of the same month of the application.
<b>Funding Limitations</b>	The SJCC has limited funds. Typically, applicants may receive \$250-\$1000 per application. Please keep this in mind when preparing your proposal.
<b>Application Materials</b>	<p>Describe in one to two paragraphs per item:</p> <ul style="list-style-type: none"> <li>• What is the initiative?</li> <li>• What are the goals of the initiative, and how will you know if you have reached them?</li> <li>• How does this initiative help to meet the goal of the SJCC, described above?</li> <li>• Who is the desired audience in terms of students, faculty, staff; projected numbers?</li> <li>• What co-sponsors, if any, are collaborating with you on this project?</li> </ul>
<b>Budget Information</b>	<p>Include a detailed budget for this initiative. The budget should include:</p> <ul style="list-style-type: none"> <li>• Itemized project costs</li> <li>• Itemized current budget sources</li> <li>• Amount of request to SJCC</li> </ul>
<b>How to Apply</b>	Submit the application materials and budget information, along with the contact information for the lead applicant to Jennifer Pigza, Ph.D., Chair of the SJCC. Send items as a Word document attachment to <a href="mailto:jpigza@stmarys-ca.edu">jpigza@stmarys-ca.edu</a> .