

Community Outreach & Recruitment Activities (CORA) Application

Guidelines

CORA is a union funded committee with a total allocation of \$5000 per fiscal year. Faculty may request funding for initiatives that are focused on increasing enrollment, retention and increasing public awareness of their program. Funds are distributed throughout the fiscal year. If requests exceed the available funding, allocations may be prorated and prioritized based on the initiative's alignment with the CORA fund priorities. This fund is not intended to replace core College funding. However, it may support matching or co-sponsored projects with CUPE and the College. For co-sponsored initiatives, CORA may contribute a maximum of up to 50% of the required matching funds.

Eligibility & Requirements:

- Applications must align with funding priorities
- Applications must be submitted at least one (1) month prior to the activity
- A vendor quote/estimate must be included (when applicable)
 - If costs exceed the quoted amount, an amended application or request may be required and will be subject to approval based on the additional costs

Funding Priorities:

- Activity/resource is focused on increasing enrollment
- Activity/resource is expected to improve student retention
- Activity/resource raises public awareness of the faculty, program, or course at CNC
- Activity/resource improves FACNC & CNC's visibility within the community
- Priority will be given to programs with low enrolment, retention and/or have not received funding within the last fiscal year
- Other activities/resources as the committee deems appropriate

Post Approval Requirements:

Once funding has been approved by the CORA Committee, the applicant must submit the following to the CORA email facnc.cora@gmail.com and the FACNC office office@facnc.ca :

- Reports and original receipts are due within one month after the activity/receipt of items
- *Report submission is required to receive financial reimbursement*
 - Reports are typically one paragraph or less and must outline how the funding contributed to student recruitment, retention and/or increased community awareness of the program.

If an item is being purchased that includes the College's logo, please obtain approval for its use. Whenever possible, it is also requested that the FACNC's logo be included, provided it does not significantly increase the cost, as recognition and acknowledgement of the FACNC to fund the purchase is appreciated.

Any questions may be emailed to facnc.cora@gmail.com

Date of Application: _____ **Campus:** _____

Name of Faculty Applicant(s): _____

Department (please include the full name): _____

Personal Email: _____

1. Program activity/item(s) for which funds are being requested:

2. Description of program activity/item(s) (include the benefits to FACNC and the College as per the funding priorities listed on page 1):

3. Financial Details:

☐ Vendor quote included

Number of items requesting: _____ Cost per item: _____

Taxes & Shipping (if applicable): _____

Total Amount requested: _____

4. Previous funding (if applicable): If your program submitted any CORA requests during the last fiscal year, please list the activity or items here.

☐ Not applicable

Year of Previous Request: _____

Activity/Item: _____ Approved / Declined: _____

Amount Requested: _____ Amount Received: _____

5. Additional funding/Partnerships: Will this project receive support from other sources (e.g. department, ministry, or grant, etc.)? Is CUPE or the College co-sponsoring this initiative? If yes, please provide a brief description and include any amounts being co-funded or matched.

☐ No ☐ Yes (if yes describe below)

6. Signature of applicant: _____

Committee Use Only:

Date received: _____ **Application #:** _____

- ☐ Approved (see comments below)
- ☐ Not approved (see comments below)

Committee Comments:

The following Application has been approved for:

The following Application has been denied:

Minimum of two signatures of the Committee: 1) _____

2) _____ 3) _____