

| **Instructions for completing SEAP Funding Request Form** |
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1. Requests for **2022-2023** fiscal year are due March 30, 2022 at 5pm.
2. An electronic copy of the completed request form with original signatures must be emailed to [seap@sac.edu](mailto:seap@sac.edu) . Late, incomplete, or unsigned applications will not be processed. Hard copies will not be accepted.
3. **All applicants are required to attend an Equity Application Information Session. It is scheduled, Friday March 4th from 12pm-1pm.**
4. Non-allowable expenditure requests that will not be considered:
   1. Non-allowable expenditures as per the Expenditure Guidelines from the CCCCO Office:
      1. [Expenditure Guidelines](https://www.cccco.edu/-/media/CCCCO-Website/Files/Educational-Services-and-Support/SEAP/sea-expenditure-guidelines-a11y.pdf)
   2. Gift Cards
   3. Permanent or Short-Term salaries for Faculty and Classified staff.
   4. LHE for Faculty
   5. Stipends for Faculty, Staff and students
   6. Food for Faculty and Staff
5. Requestors will be informed via email of the decision early May.
6. The review committee reserves the right to request additional information if it is needed to make a decision or to allocate funds.
7. Funds are to be used **only for the activity/expense on this request**. Funds used for other activities/expenses are strictly forbidden without the express written consent of the Student Equity and Achievement Program Fund Review Committee.
8. All grantees will be required to submit a Mid-Year Report to report scalable, data driven progress on activities. **In addition, all grantees will need to attend a Mid-Year Report Information and Support Session in November of 2022 (specific dates/time will be emailed with the Mid-Year Report)** A scanned/emailed copy of the completed Mid-Year Report with original signatures must be emailed to [seap@sac.edu](mailto:seap@sac.edu). Deadline to be determined, but grantees will be provided with more information closer to the deadline.

| **Information on categorical programs** |
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1. [Principles of Guided Pathway at Santa Ana College](https://sac.edu/FacultyStaff/GuidedPathways/Pages/default.aspx)
2. [2019-2022 Santa Ana College Equity Plan](https://www.sac.edu/committees/StudentSuccess/Documents/Santa%20Ana%20College%20Equity%20Plan%202019-2022%20060619%20v1.0.pdf)
3. [2017-2019 Santa Ana College Integrated Plan](https://www.sac.edu/committees/StudentSuccess/Documents/2017-2019%20Integrated%20Plan.pdf)
4. [Mandated Equity Groups](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=7.&title=3.&part=48.&chapter=2.&article=1.5)