

Student Organization Grants

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Purpose

The Associated Students, Incorporated provides a wide variety of programs and services to enhance the educational experiences of its members, the students of CSULB. ASI is committed to the development and preservation of a vibrant student community and believes firmly that student clubs and organization play a vital role in that effort. ASI's Policy on Student Organization Grants is intended to provide guidance for the allocation of funds to student organizations for the production of events and activities that benefit the student body.

Policy Statement

It is the policy of the Associated Students, Incorporated to award grants to student organizations for the production of events and activities that meet the needs and interests of the student body. Funding for these grants shall be provided by the \$6 Student Organization fee, included in the mandatory Associated Students fee paid by all students at the time of registration.

Who Should Know This Policy

- | | | |
|---|--|--|
| <input type="checkbox"/> Budget Area Administrators | <input checked="" type="checkbox"/> Elected/Appointed Officers | <input checked="" type="checkbox"/> Grant Recipients |
| <input type="checkbox"/> Management Personnel | <input checked="" type="checkbox"/> Program Advisors | <input type="checkbox"/> Staff |
| <input type="checkbox"/> Supervisors | <input type="checkbox"/> Volunteers | |

Definitions

For purposes of this policy, the terms used are defined as follows:

Term	Definition
Allotment	The portion of a budgetary appropriation that is to be encumbered or expended during a specific period
Community Relations Activity	Programs conducted primarily for promoting an organization or its individual members to parties outside of the campus community.
Grant	An award of financial assistance provided to a student organization for use with a specific activity in which substantial involvement between the ASI and the grant recipient is not anticipated.
Viewpoint neutral funding	A process whereby funding decisions cannot be based on a student organization's point of view
Intercollegiate academic competition	A formal competition between representatives of two or more institutions of higher education in which a student organization or members thereof serve as official representatives of CSULB and compete on its behalf

Regulations

1.0 Eligible Organizations

All university recognized student organizations that are currently registered and not on probation are eligible for grants. Persons completing and submitting grant applications must be currently enrolled students and must be registered with the Office of Student Life and Development as officers of the organizations they represent. Persons must have attended the appropriate workshops or training prior to submitting grant applications. All applicants must meet the university's academic eligibility qualifications for student office holders (refer to Campus Regulation II).

2.0 Viewpoint Neutrality

Funding decisions shall not be based on a student organization's point of view. An organization shall not be denied funding simply because it advocates a particular opinion, no matter how deplorable or unusual. Viewpoint neutral criteria for evaluating funding proposals shall only consider factors that are NOT tied to viewpoint such as fiscal responsibility, relevance to mission, and level of services provided.

Nonetheless, viewpoint neutrality does not mean that funding levels must be equal for all organizations. Different groups may be funded at different levels because different organizations require different amounts of money to function effectively on campus.

2.1 Viewpoint Neutral Process

To ensure the funding process is viewpoint-neutral, the following set of basic criteria has been adopted to guide funding decisions:

- The student organization must demonstrate how the activity contributes to ASI's mission
- The student organization must demonstrate an educational objective
- The student organization contributes to life goals and student development
- The student organization must accommodate those with disabilities
- The student organization must present a detailed plan about the activities for which it is seeking support
- The student organization's activity must not duplicate current offerings
- The student organization's activity must be open to all students and contribute to student life
- The student organization's proposal must be fiscally responsible with external funding from the organization's headquarters or from fundraising
- The student organization must attend its hearing

2.1.1 Examples of Qualifying Programs

Events and activities that seek to accomplish the following objectives have been deemed to contribute to ASI's mission and are examples of the types of programs ASI seeks to fund:

- Program that promote an awareness and understanding of the ideas, customs, arts, languages, and social contributions of specific cultures;
- Programs that aid in the retention and graduation of currently enrolled CSULB students
- Programs that provide students with opportunities for on-campus social interaction;
- Programs that promote discussion or debate of public issues
- Programs that supplement or enhance academic preparation or development
- Programs that promote students' health and welfare
- Programs that promote or sponsor public service to the surrounding community
- Programs that develop professional, or career-related skills
- Programs that promote academic performance and excellence

2.2 Funding Process

To further ensure a viewpoint-neutral process, the Board of Control shall adopt the following practices:

- All hearings regarding a group's request for funding shall be documented in the minutes of the Board of Control
- The Board of Control's funding decisions shall be based on how well the student organization met the above criteria and not on the group and/or activity's viewpoint or opinions
- All student organizations shall have the right to appeal the funding decisions of the Board of Control to the Associated Students Senate at the meeting during which the Board of Control minutes are approved

2.3 External Funding Requirement

ASI asserts that the intent of awarding these grants is to assist student organizations' in their programming efforts and not to be the sole source of financial support for student organization activities. In order for a program to be eligible for funding, the student organization shall be required to demonstrate that it is generating funds from other sources to support the event or activity.

3.0 Distribution of Funding

Funds for student organization grants shall be derived from the \$6 fee increase approved by the student body in spring 1999. The amount available for allocation shall be net of university fee waivers, bad debt allowance, and accounting charges.

3.1 College Council Allocation Process

College Councils have been delegated authority by the Board of Control to review and evaluate the grant applications submitted by their respective member organizations and to determine the amount of funds to allocate to each of them. As a condition for being delegated this authority, Each College Council must meet the following requirements:

- Councils must have constitutions or bylaws that provide voting rights in which each member organization receives one and only one vote.
- Councils must make persistent efforts to notify each departmental association and other member organizations of the commencement of this grant application process.
- Councils must establish and diligently observe deadlines by which grant applications from member organizations must be submitted.
- Each Council's deliberation process must provide an opportunity for member organizations to present and defend their grant applications to the Council.
- Councils must maintain records of their budget deliberations and record their allocations using the "College Council Allocation Summary" form.
- Councils must make special efforts to ensure that the needs and interests of graduate students are addressed by at least some of the programs funded through this process.
- College Councils **MUST** follow the same processes and observe the same guidelines as the Board of Control in evaluating grant applications and making funding decisions
- Councils must submit the completed College Council Allocation Summary and all grant applications for their respective colleges to the A.S. Government Office by the date and time annually specified by the A.S. Treasurer.

3.2 College Council Funding

The amount of funding allocated to each College Council for distribution to their member organizations shall be based on the headcount enrollment of students majoring in disciplines within each respective college as of the most recent fall semester census.

4.0 Distribution of Funding for Club Sports

Funds for club sports grants shall be derived from a portion of the \$21 Beach Pride fee increase approved by the student body in spring 2000.

4.1 Club Sports Allocation Process

The Director of Club Sports has been delegated authority by the Board of Control to review and evaluate the funding requests submitted by the respective clubs and to determine the amount of funds to allocate to each of them. This determination will be forwarded to the A.S. Government Office by the date and time annually specified by the A.S. Treasurer.

4.2 Club Sports Funding Usage

Unlike program-specific grants, Club Sports are funded on an annual basis for general operating costs. However the Club Sports Teams must follow the purchasing guidelines outlined in Section 6 of the Policy on Student Organization Grants.

5.0 Grant Evaluation Criteria

All grant applications shall be evaluated against a set of criteria represented by the Grant Allocation Guidelines. Each grant application is evaluated according to these criteria and awarded a numeric score of 0-30 points by individual members of an evaluation panel. The points are awarded on a scale of 0-3 points on each funding criteria, of which there are ten areas of focus listed below. Events receiving the highest average scores shall be recommended for funding. The criteria are separated into the minimum and program specific guidelines.

5.0.1 Minimum Guidelines

- Aligned with the mission of the Associated Students
- Fiscally responsible, with considerable funding from the organization or national headquarters
- Meets mission of the Organization
- Open to all students
- Event is on-campus
- The stated purpose of the event represents a realistic and attainable objective or specific project goal
- Contributes to student life and educational development of the members and/or students attending

5.0.2 Program Specific Guidelines

- Event is innovative by nature and does not duplicate other events
- Program meets all additional evaluation criteria of the event type (Located under "evaluation criteria" tab in the grant application)
- Program meets all additional evaluation criteria and minimum guidelines of the event type (Located under "evaluation criteria" tab in the grant application)

5.1 Specific Program Criteria

All grant applications shall be evaluated against a set of criteria represented by the Grant Allocation Guidelines. Each grant application is evaluated according to these criteria and awarded a numeric score of 0-30 points by individual members of an evaluation panel. The points are awarded on a scale of 0-3 points on each funding criteria, of which there are ten areas of focus, listed below. Events receiving the highest average scores shall be recommended for funding. The criteria are:

Program Type	Description	Evaluation Criteria
Academic Competitions	The hosting of or participation in an intercollegiate competition in which CSULB students compete against students from other universities in the performance of an activity related to one or more of the academic disciplines offered at CSULB.	Organization has qualified or has been invited to participate in the competition. Contributes to the reputation of the university. Contributes to the experience of students involved. Students gain demonstrative skills from the competition.
Athletic Activity	An activity which is athletic in nature and involves multiple individuals in a competitive game or sport.	Venue identified Open to all students. Purpose of activity identified Contributes to the reputation of the university.
Ceremony	A usually formal activity commemorating a significant event in the life of an individual or organization (e.g. anniversary, graduation, etc.)	Venue identified Open to all students. Purpose of activity identified Contributes to the reputation of the university.
Colloquia/Seminars	A usually academic meeting at which specialists deliver addresses on a topic or on related topics and answer questions relating to them.	Academically Related Presenter(s) recognized as specialist on the topic. Faculty involvement. Location on campus finalized Event is co-sponsored with another organization Allows for discussion of the topic between the presenter(s) and the audience. Evidence of student interest. Fit with organization's mission. Topic is of interest to student body.
Community Service	Voluntary work or service intended to help people or community in a particular area of need.	It is realistic that the service can be performed The service is safe and meets campus risk management requirements Event is co-sponsored with another organization The need has been identified Service will reflect positively on CSULB and the Associated Students Contributes to the overall experience of the student population Demonstrates a realistic impact on the service recipients

Program Type	Description	Evaluation Criteria
Exhibitions	A public showing (as of works of art, objects of manufacture, or athletic skill)	Showcases new student work. Demonstration of craft Sample program for the exhibition Collaboration with other similar organizations - exhibition a hub for inspiration. Event is co-sponsored with another organization Marketing outreach efforts to the general campus community. Contributes to the reputation of the university. Attracts both on campus and off campus media attention. Contributes to the overall experience of the student population. Serves a student need or interest. Demonstrates viability and long-term sustainability.
Exhibits	Public display (a work of art or item of interest) in an art gallery or museum or at a trade fair. OR... An event at which object (such as works of art) are put out in a public space for people to look at; a public show of something; a public display of athletics skill.	Item(s) for exhibit have been identified and realistically available Appropriate exhibit location has been identified Exhibit location accessible to students. Event is co-sponsored with another organization Attracts both on campus and off campus media attention. Of demonstrated interest Of educational, cultural, historical, cultural or political value/ relevance New, innovative, interesting
Fairs	A competitive exhibition usually with an accompanying entertainment and amusements; an exposition that promotes the availability of services or opportunities; as sale of assorted articles usually for charitable purpose.	Paperwork for facilities, noise clearance, vendors, etc. Budget and Expenditure Proposal Written marketing plan What are the criteria for outside vendors? Event is co-sponsored with another organization. Sample program for the exhibition provided. Demonstrates viability and long-term sustainability. Educational component that will acquaint guest with the topic of focus. Opportunity for student participation. Serves a student need or interest. New, innovative, interesting.

Program Type	Description	Evaluation Criteria
Mixers	A gathering intended to give members of a group an opportunity to meet one another in a friendly and informal atmosphere.	<p>There is a program provided beyond mixing and refreshments.</p> <p>Efforts made to attract current and prospective students.</p> <p>Written marketing plan</p> <p>Mixer involves multiple organizations</p> <p>Summary of who will be attending (faculty/staff/alumni)</p> <p>Mixer is beneficial to current students (more than 50% in attendance are current students)</p>
Performances	A presentation of an artistic work such as a play or piece of music to an audience.	<p>Written marketing plan</p> <p>Fit with organization's mission</p> <p>Performer identified</p> <p>Co-sponsored by other organizations</p> <p>Venue identified</p> <p>Specific Dates Propose</p> <p>Evidence of student interest</p> <p>Reputation of performer warrants use of fees.</p>
Projects	A task of planned program of work that requires a large amount of time, effort, and planning to complete. Is not a class project, but the outgrowth of academic interest in a topic.	<p>Faculty Involvement</p> <p>Project is co-sponsored with another organization</p> <p>Project is within the intent of the organization's purpose and mission.</p> <p>The project will be submitted to a competition.</p> <p>A public demonstration of the project is scheduled.</p> <p>Demonstrative student benefit</p> <p>Tangible Outcome</p> <p>Educationally related</p> <p>Any interested student could reasonably involve themselves in the project</p> <p>Contributes to university's reputation</p>
Screenings	A projection of a movie on a screen in a cinema; a showing of a movie, program, or other item on television.	<p>Rights to show the film or show from the producers/creators of the piece</p> <p>Marketing plan (I.E. advertising to the student body)</p> <p>Venue finalized (Beach Auditorium, Classroom, other rooms)</p> <p>Correspondence with Producer/creator</p> <p>Date of event Finalized</p> <p>Description and interpretation of the film provide a background to people not familiar with the film or show.</p> <p>Relevance to organization conducting the screening</p> <p>Evidence of student interest</p>
Speaker Series	A series of presentations including hosted by an organization that may including speakers, faculty, staff, alumni, and third party organizations who address a variety of topics centered around a central theme.	<p>Topics identified</p> <p>Written marketing plan</p> <p>Schedule identified</p> <p>Co-sponsored by other organizations</p> <p>List of proposed speakers identified.</p> <p>Fit with organization's mission</p> <p>Unifying theme</p>

Program Type	Description	Evaluation Criteria
Workshops	A usually brief intensive educational program for a relatively small group of people that focuses on techniques and skills in a particular field.	Brief and intensive. Led by a qualified expert(s) Relatively small group. Event is co-sponsored with another organization Attendees get practical, hands on training. Educational. Focuses on techniques and skills.
Guest Lecturers	An educational speech on a subject made before an audience.	Timeline of the event for the Distinguished Guest Lecturer (if any, flight plans, lodgin, and meals provided) Marketing plan (I.E. advertising to the student body) Location finalized on campus. Correspondence with speaker (Emails, agent or manager contracted to set up a contract). Event is co-sponsored with another organization Support is given by college/department Specific dates finalized. Attracts both on campus and off campus media attention. Relevance to Academic Field or Theme of the organization or student council. Will bring reputation to the university. Evidence of student interest

6.0 Use of Grant Funds

ASI funded organizations may use money from their ASI grants only with the prior approval of the ASI Business Office. Purchases will only be allowed if they are clearly related to an approved grant.

All requests for expenditure of an ASI grant MUST be accompanied by an approved Program Regulation Clearance (PRC) Form, providing proof that the event or activity for which purchases are requested has either taken place or is scheduled to take place.

6.1 Authority for Purchasing

Purchases of goods or services are authorized only when written on a purchase order or contract form issued by the Business Office and signed by the ASI Executive Director or designee. A student organization representative is not authorized to act as an agent of ASI in any way that would commit the assets or funds of ASI. Businesses or individuals who accept verbal or other unauthorized orders for purchases do so at their own risk and will be instructed to pursue the student organization representative personally for payment of goods or services received.

6.2 Allowable Purchases

Student organization grants shall only be used for the following types of purchases. Limitations on purchases shall be enforced pursuant to the Maximum Allowable Subsidy limits in effect at the time of purchase:

- 1) **Flyers:** Advertising circulars, typically printed on 8½ x 11-inch paper, that are publicly distributed in order to announce the time, date, and location of an upcoming event.
- 2) **Newspaper Ads:** Paid advertisements published in campus or local newspapers for announcing an upcoming event or activity.
- 3) **Posters:** Paper placards, usually no smaller than 12" X 18", that are printed and displayed to announce an upcoming event or activity.
- 4) **Printed Materials:** Handouts, outlines, programs, brochures, etc. that are provided to participants or attendees as part of an event.
- 5) **Program Supplies:** Miscellaneous materials that are instrumental to producing the program provided ASI considers it essential and necessary to the program's success.
- 6) **Refreshments:** Incidental snack foods, non-alcoholic beverages, and disposable serving supplies provided to participants of an ASI-funded event or activity. Refreshment expenses may not constitute more than 20% of the total program expense awarded by ASI, excluding refreshments.
- 7) **Conference Registration:** Fees paid for attending professional conferences, academic seminars, intercollegiate competitions, etc. The maximum amount awarded is \$50 per person for up to ten people.
- 8) **Group Travel:** Lodging and transportation costs for students participating in intercollegiate academic competitions.

Funding for lodging expenses will be limited to rates published by the U.S. General Services Administration, up to a maximum of \$125 per room per night.

Funding for transportation expenses will be limited to the cost of travel from Long Beach to the destination site and back, up to limits specified by the California Department of General Services. Daily ground transportation will not be funded by ASI.

- 9) **Equipment Rental:** Amounts paid for the rental of equipment used in connection with a funded event or activity.
- 10) **Facility Rental:** Fees paid for the use of campus facilities. With the exception of venues for Recreational Sport activities, off-campus facility rentals are typically not allowable.
- 11) **Contracts:** Formal agreements made with individuals or organizations to compensate them for performing services connected with a funded event or activity including agreements with guest speakers, performing artists, facilitators, trainers, coaches, and masters of ceremonies. Payments to CSULB staff and faculty

members are prohibited, as are payments to members of the student organization producing the program.

- 12) **Equipment:** Physical resources such as machinery, furniture, and fixtures critical and necessary to the successful production of an event or activity. ASI shall only fund equipment purchases on a "matching funds" basis. Student organizations are required to raise one-half of the total purchase cost through their own fundraising efforts.
- 13) **Repairs and Maintenance:** Supplies and services for repairing and maintaining equipment used in connection with an event or activity.

6.3 Prohibited Purchases

Purchases that cannot be made with ASI grants shall include, but not be limited to the following:

- 1) **Scholarships/Awards:** ASI grants cannot be used to pay for awards or scholarships.
- 2) **Copyright Infringement:** ASI grants cannot be used to pay for the reproduction of any printed material that would constitute copyright infringement.
- 3) **Office Maintenance:** ASI grants cannot be used for the purchase of office supplies or for office maintenance, including phone bills, postage, or any other operating expense of a student organization.
- 4) **Travel:** ASI grants cannot be used to pay for travel expenses, unless awarded as a grant for Group Travel (see above). Travel expenses for contracted speakers, performers, or artists CAN be paid from an ASI grant, provided such reimbursements are included as part of an approved Speaker Contract or Artist Agreement.
- 5) **Tips/Gratuities:** ASI grants cannot be used to pay for tips or gratuities.
- 6) **Banquets/Luncheons:** ASI grants cannot be used for any expense related to the production of a student organization's banquet or luncheon.
- 7) **Community Relations Activities:** ASI grants cannot be used to pay for Community Relations Activities and/or materials, including donations to charitable causes. Community Relations Activities are programs conducted primarily for promoting an organization or its individual members to parties outside of the campus community. Examples include corporate mixers, alumni socials, and meetings with local Chambers of Commerce.
- 8) **Faculty Compensation:** ASI grants cannot be used to compensate CSULB faculty or staff for services rendered to a student organization.
- 9) **Ex Post Facto Contracts:** ASI grants cannot be used to make payment on a contract entered into after services have been rendered.
- 10) **Personal Property:** ASI grants cannot be used to purchase items that will become the personal property of individuals, unless provided in lieu of an honorarium.

Program supplies purchased with ASI grants must remain the property of the student organization for future use.

In addition, ASI's Procurement Policy generally prohibits the purchase of the following items, regardless of funding source: live animals; radioactive materials; hazardous substances; ethyl alcohol, narcotics and dangerous drugs; tobacco and tobacco products; firearms and other weapons; precious metals; explosives; and any product produced through the use of sweatshop labor.

7.0 Event Requirements

Regardless of the type of grant awarded, all programs sponsored with Associated Students funds are required to observe the following.

7.1 Location

Student organization programs funded by ASI grants must be conducted under the supervision of campus personnel who have been delegated authority for overseeing student activities by the campus President. This authority is most effectively exercised when programs and events take place on campus grounds. Therefore, ASI shall not award funds for student organization events or activities taking place off-campus.

Exceptions to this policy may be made on a case-by-case basis. A principal factor in making these decisions is the availability of appropriate on-campus facilities and the degree to which the proposed activity contributes to the educational and leadership development objectives of the university.

7.2 Nondiscrimination

Grants shall only be awarded to programs that are open to any student wishing to participate. ASI shall not award grants to any program that restricts or limits participation based on sex, disability, race, color, national origin, age, marital status, religion, or sexual orientation. Organizations that apply for and receive grants from ASI shall do so with the expressed understanding that such discrimination is explicitly prohibited and that any violation of this policy will result in the forfeiture of ASI support.

7.3 Accessibility

ASI requires that no program or activity funded by a student organization grant exclude from participation, deny benefits to, or subject to discrimination any individual solely because of his or her disability. To this end, ASI requires that organizations receiving grants take affirmative steps to provide reasonable accommodations in all facilities and services to the known physical or mental limitations of any individuals wishing to participate.

For ASI funded events that have an anticipated attendance of 200 or more students, student organizers must arrange to have a qualified interpreter or transliterator provide access for hearing impaired attendees. The grant award may cover costs for this service. This requirement shall apply to programs such as lectures, seminars, workshops, and guest speakers. It shall not apply to concerts or other musical events unless there are significant speaking parts included as part of the event.

7.4 Non-Harassment

ASI affirms that students have a right to work and learn in an environment free of harassment. ASI prohibits harassment at all levels of the organization, including sexually harassing conduct committed by agents or representatives of student groups receiving grants. Harassing conduct, whether verbal or physical, is strictly prohibited. Student organizations that engage in, promote, or foster harassing conduct will forfeit all rights and privileges conferred upon them by ASI, including recognition and funding.

8.0 Funding Terms and Conditions

All purchases made from ASI grant accounts must conform to the program descriptions provided in the original grant applications. Student organizations may only spend grants on purchases related to the specific events for which they requested and received ASI funds.

8.1 Signature Authorization Card

All ASI funded student organizations must have a Signature Authorization Card on file in the Business Office before initiating any transactions. Each card must bear the names and signatures of at least one student representative and the organization's Student Life and Development advisor. Only those persons listed on the Signature Authorization Card can request withdrawal of funds, request account information, or pick up checks or purchase orders. There shall be a maximum of two student representatives authorized to sign on the account and only currently enrolled students may serve as authorized student signatories for student organization grants.

In order to become an authorized signatory, a student must pass a Student Fiscal Officer Certification Test or undergo equivalent fiscal training as determined by the ASI Treasurer.

8.2 Acknowledgment of A.S. Support

All advertising for a program funded by an ASI grant must include the ASI logo with the phrase "funded in part by the Associated Students, Incorporated". In cases of broadcast advertisements, all such announcements must state, "this program is funded in part by the Associated Students, Incorporated."

8.3 Allotment Schedules

Each grant awarded to an organization shall be scheduled for expenditure in one of three fiscal periods. These allotments are based on the information provided in the Grant Application. Grants must be expended according to this schedule.

Grant allotments typically coincide with the month(s) before or during which a program or activity is scheduled to take place. These grant allotments shall be spent by the following deadlines:

- Paperwork to spend grants allocated for the first fiscal period (July through November) shall be submitted by December 15.
- Paperwork to spend grants allocated for the second fiscal period (December through February) shall be submitted by March 15.

- Paperwork to spend grants allotted for the third fiscal period (February through June) shall be submitted by June 15.

An extension of the submission deadline may be granted at the discretion of the ASI Treasurer. Any budget allocations not expended by these deadlines shall revert to ASI's Current Year Unallocated Fund for redistribution to other organizations.

9.0 Amending Terms and Conditions

Within certain limitations, student organizations may change various terms and conditions associated with the organization's grants.

9.1 Allotment Schedule Amendments

If an organization anticipates a need to change the allotment of a grant from one quarter to another, the authorized student representative shall complete an Allotment Schedule Adjustment form. Forms must be approved by the SLD advisor and submitted no later than the last day of the quarter in which the grant was originally allotted.

9.2 Program Change Amendments

If an organization wishes to use grants for programs other than those for which it received funding, the authorized student representative shall complete a Program Change Amendment and submit it to the ASI Treasurer. The request will be placed on the next available Board of Control agenda. If approved, the Treasurer will inform the Business Office of the program changes. The Business Office will then update the grant(s) accordingly.

9.3 Request for Grant Augmentation

During the course of its annual budget preparation, ASI reserves a sum of money that can be used for funding new grant requests. Organizations may apply for funds from this reserve. Requests for additional funds may be made either for new programs or for increasing support for previously funded programs in which the organization is facing unanticipated additional expense. Funds will not be awarded for the purpose of restoring funds previously cut from a grant request. Furthermore, the Board of Control will not accept requests for programs that have already taken place.

Funding requests for new programs shall be made using the Grant Application form. Requests for augmenting (increasing) existing grants shall be made by completing the Grant Augmentation Request. All requests for additional funds must be presented to the Board of Control and Senate for approval.

9.4 Grant Notification

After the Senate approves the decision of the Board of Control, the ASI Treasurer shall notify the applicant of the outcome within three working days. The Business Office will provide the applicant with their account number(s), grant amount(s), and date(s) by which funds must be spent.

Forms

The following forms are to be used in the execution of this policy.

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
College Council Allocation Summary	To record the proposed allocation of funds from a College Council to its member organizations	A.S. Government Office	Student Life and Development Advisor and Board of Control	By the deadline established annually by the A.S. Treasurer.
Grant Application	To request funds for support of a program sponsored by a CSULB student organization	A.S. Government Office	Student Life and Development Advisor and Board of Control	Submit to A.S. Treasurer no later than three (3) weeks prior to the date of the proposed program
Grant Augmentation Form	To request additional funds for a grant to which funds have already been allocated	A.S. Government Office	Student Life and Development Advisor and Board of Control	Submit to A.S. Treasurer no later than three (3) weeks prior to the date of the proposed program
Allotment Schedule Adjustment Form	To change the fiscal deadline to which a grant was initially allocated	A.S. Government Office	Student Life and Development Advisor	Submit to A.S. Treasurer no later than the last business day of the fiscal period to which the funds were initially allocated
Program Change Amendment	To request the use of a grant for a program other than the one for which funding was initially allocated	A.S. Government Office	Student Life and Development Advisor and Board of Control	Submit to A.S. Treasurer no later than three (3) weeks prior to the date of the affected program
Signature Authorization Card	To identify and provide specimen signatures of those persons authorized to make transactions on an ASI budgetary account	A.S. Business Office	Student Life and Development Advisor	Completed form must be fully executed and on-file with the A.S. Business Office before access to funds will be permitted.