

Grant Evaluation & Reporting

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Purpose

The purpose of ASI's Policy on Grant Reporting and Evaluation is to ensure the quality and relevance of programs funded by Associated Students fees. As the principal provider of financial support to student organizations, the Associated Students has a stake in helping student organizations produce the most successful and effective programs possible. Through this evaluation program, ASI hopes to identify "best practices", as well as obstacles to success, and share these with organizations to improve their programming capabilities. In addition, it is the intent of the ASI to use information gathered from program evaluation for the following:

- To facilitate decision-making by the Board of Control and Senate on future distribution of funds
- To assess the overall effectiveness of student organization programs in addressing student needs and interests
- To gather information on student organization activities for inclusion in annual reports and publications

Policy Statement

It is the policy of the Associated Students, Incorporated that all recipients of Student Organization Grants be required to participate in a formal evaluation of the programs, events, or activities funded by those grants. As part of its commitment to provide effective programs, the Associated Students, Incorporated will foster an environment that supports constructive evaluation and continuous

improvement. In this environment, program evaluation will help to ensure that student organization programs funded by Associated Students fees are consistent with the ASI's mission and values.

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 checked="" 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
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
Abeyance	A state of temporary inactivity. A grant award held in "abeyance" means that related accounts are frozen and no further transactions may be conducted until a specific condition is met.

Regulations

1.0 Agreement to Participate

As a condition of receiving grants from the Associated Students, Incorporated, student organizations shall agree to participate in the program evaluation process. This agreement shall be incorporated into the Signature Authorization Card each student organization is required to sign in order to access grant funds. Refusal or willful failure to participate will result in the organization's grants being held in abeyance and the organization's disqualification for subsequent grant awards.

2.0 Evaluation Methods

Programs funded by grants from the Associated Students shall be subject to evaluation, regardless of the total amount of the grant award. All evaluation instruments must be completed and returned to the A.S. Government Office within thirty calendar days of the event. Failure to meet this deadline may result in the grant account being held in abeyance or in the revocation of the unspent portion of any grant awards.

2.1 Post-Event Assessment Report

For programs receiving grant funding, the program planner(s) and/or the authorized Student Representative of the organization shall complete the Post-Event Assessment Report. The report must be signed by the organization's Student Life and Development advisor.

2.2 Alternative Methods

For programs where the above evaluation method is unfeasible and/or impractical, alternative evaluation methods may be used by the sponsoring organization, subject to the approval of the AS Treasurer. This includes the use of evaluation forms other than that specified above.

3.0 Use of Results

As a rule, negative findings will not affect an organization's opportunity for funding during subsequent funding cycles. However, recommendations made by the Board of Control may be stipulated as a binding condition on a subsequent grant award. Failure or refusal by the organization to implement the recommendations may result in the suspension of subsequent funding eligibility.

Forms

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

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
Post-Event Assessment Report	To report the success and effectiveness of a program, event, or activity funded by an ASI student organization grant.	Government Operations	Student Life and Development Advisor	Submit within thirty (30) calendar days of the event date