

Grant Application Instructions

Call for Proposals

The Associated Students, Incorporated provides a wide variety of programs and services to enhance the educational experiences of its members, the students of CSULB. As part of this effort, we offer grants of financial assistance to student organizations. These grants are to be used for the production of events and activities that will meet the needs and interests of the student body. Through this application, the Associated Students, Incorporated invites student organizations to request funding for campus events and activities scheduled for the 2007-2008 fiscal year. This includes Summer session 2007, Fall semester 2007, and Spring semester 2008.

Amount of Funds Available

Funding for these grants is provided by a \$6 student organization fee, included in the mandatory Associated Students fee paid by all students at the time of registration. As a result, the amount of funds available for grants is directly related to the amount of enrollment. Based on enrollment projections for the 2007-2008 year, A.S. estimates that approximately \$300,000 will be available for student organization grants.

Funding History

For the 2006-2007 year, A.S. awarded 323 grants totaling \$300,953. The largest amount awarded for a single grant was \$14,864. The smallest amount awarded was \$35. Although the average amount awarded was \$932, most of the grants awarded (78%) were \$1,000 or less.

It is important to remember that the intent of awarding these grants is to **assist** student organizations' in their programming efforts. A.S. cannot afford to be the sole source of financial support for student organization activities. Student organizations are expected to raise funds from other sources to support their events and activities.

Qualifications for Funding

Who We Fund

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. All applicants must meet the university's academic eligibility qualifications for student office holders (refer to Campus Regulation II).

What We Fund

To be eligible for funding, events and activities must seek to accomplish one of the following objectives:

- To promote an awareness and understanding of the ideas, customs, arts, languages, and social contributions of specific cultures;
- To aid in the retention and graduation of currently enrolled CSULB students;
- To provide students with opportunities for on-campus social interaction;
- To promote discussion or debate of public issues from a variety of perspectives or viewpoints;
- To supplement or enhance academic preparation or development;
- To promote students' health and welfare¹;
- To promote or sponsor public service to the surrounding community;
- To develop professional, or career-related skills; or
- To promote academic performance and excellence.

What We Don't Fund

Due to the nature of the funds used to finance these grants, events that consist primarily of religious, ideological, or political activities are **NOT** eligible for funding. The following are examples of activities that **cannot** be funded.²

- Activities which seek partisan support or sponsorship of ballot initiatives, candidates seeking office, or other political purposes;
- Activities which support or sponsor lobbying with local, State or Federal officials or entities;
- Activities which support or sponsor religious rites, services, instruction, recruitment, or proselytism; promote religious purposes; or limit participation to members of a certain faith;
- Activities which have a financial affiliation with one or more off-campus organizations whose principal purposes are political, ideological, or religious; or
- Activities that are primarily dedicated to advocating a specific political or ideological position rather than creating a forum to promote discussion or debate of a political or ideological issue from different perspectives.

¹ Organizations sponsoring recreational or athletic activities MUST purchase and maintain appropriate accident insurance to cover the medical expenses of injured participants, subject to the review and approval of the Associated Students Controller.

² It is important to note that these kinds of events may take place on campus; they just cannot be funded with A.S. fees.

The Associated Students Board of Control makes the initial determination of whether a proposed event is eligible for mandatory student fees. Any organization whose events are declared ineligible for funding pursuant to this policy may file a written complaint with the Associated Students Judiciary.

Prohibited Purchases

In addition, ASI grants cannot be used to purchase any of 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) Tips/Gratuities - ASI grants cannot be used to pay for tips or gratuities.
- 5) Banquets/Luncheons - ASI grants cannot be used for any expense related to the production of a student organization's banquet or luncheon.
- 6) Community Relations Activities - ASI grants cannot be used to pay for Community Relations Activities 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.
- 7) Faculty Compensation - ASI grants cannot be used to compensate CSULB faculty for services rendered to a student organization.
- 8) Ex Post Facto Contracts - ASI grants cannot be used to make payment on a contract entered into after services have been rendered.

Furthermore, 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; and explosives.

Policy on Sponsored Activities

Regardless of the type of grant requested, all programs sponsored with Associated Students funds must adhere to the following student activity policies.

Off-Campus Events

Student organization programs funded by A.S. 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, it is the policy of the ASI not to award funds for student organization events or activities taking place off-campus.

Exceptions to this policy have been made on a case-by-case basis. Examples of off-campus programs previously funded by Associated Students include intercollegiate academic competitions, community service events, and programs for which campus facilities are inadequate or unavailable. A principal factor in making these decisions is the degree to which the proposed activity contributes to the educational and leadership development objectives of the university.

Nondiscrimination Policy

Grants will only be awarded to programs that are open to any student wishing to participate. A.S. will not award grants to any program that restricts or limits participation based on sex, disability, race, color, national origin, age, marital status, religion, veteran status, or sexual orientation. Organizations that apply for and receive funding from A.S. 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 A.S. support.

Accessibility Policy

A.S. further requires that no program or activity funded by A.S. 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 A.S. 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. Costs for this service should be identified in your grant proposals and included under "Contracted Services". This requirement applies to programs such as lectures, seminars, workshops, and guest speakers. It does not apply to concerts or other musical events unless there are significant speaking parts included as part of the event.

Sexual Harassment Policy

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

Evaluation Criteria

The A.S. evaluates all grant applications against a set of criteria represented by the acronym **SCORE**. These criteria are:

S ignificance	A proposed event should provide a meaningful benefit by virtue of the number of students served, the degree of improvement to the quality of student life, or the historical importance of the event.
C larity	A proposed event should have clarity of purpose. It should represent a logical approach to achieving clear and attainable objectives consistent with the program objective selected.
O riginality	A proposed event should be innovative. It should entail a creative approach to addressing student needs and interests.
R elevance	A proposed event should be relevant and timely considering current social issues, student interests, and student service needs.
E fficiency	A proposed event should be cost effective. Projected costs should fall within cost guidelines presented in this publication.

Each grant application is evaluated according to these criteria and awarded a numeric score by individual members of an evaluation panel. Events receiving the highest average scores are then recommended for funding.

Grant Application Workbook & Instructions

All applicants must use the **current digital version** of the A.S. Grant Application forms. These forms are provided in an Excel workbook format and are available at <http://www.csulb.edu/asi/>. Click on "General Information" then "Forms". Scroll down and look for the file named "2007-2008 Grant Application."

The Grant Application Workbook contains three worksheets, or "tabs": one Grant Application, a Major Program Budget Worksheet (for programs requesting over \$3,000 in AS subsidy), and a Travel Expense Estimate form (for Group Travel requests). **You need to complete one Grant Application for each program requested.**

Individual worksheets are password protected and cannot be modified. You can enter data only onto those sections of the forms that are shaded blue. Other areas of the forms fill in automatically. Where indicated, instructions are included as "Comments" attached to the section. Passing your mouse over the red triangle in the section will allow you to read the instructions.

Certain sections of the Workbook have been programmed to respond with a warning message. This message will occur in the following situations:

- If the amount of funds you are requesting from A.S. (Grant Application, Section 7) exceeds the Maximum Allowable Subsidy limit (refer to Schedule A) for a particular type of program expense.
- If the amount of funds you claim your organization is going to raise for a program (Grant Application, Section 8) is less than the amount you identified on the corresponding Grant Application.

You must make the necessary corrections to remove these "warning" messages **before** you submit the application.

Organizations are required to complete **all** of the applicable forms in the workbook, providing the A.S. with a detailed description of each event or activity for which funds are being requested. ***Grant Application Workbooks must be completed correctly using the Excel workbook file.*** Failure to follow instructions will result in your application being rejected.

Submitting the Completed Workbook

Once you have completed your Grant Application Workbook, send it electronically via e-mail to asi@csulb.edu. You must also print out a copy, sign it, and obtain the signature of your program advisor from the Office of Student Life and Development.

Non Academic Organizations

Hard copies of completed Grant Applications from non-academic organizations must be submitted to the A.S. Government Office, located in USU-311, no later than 5:00 p.m. Friday, May 4. It is permissible to attach supplementary information to the grant application if you feel it will provide further clarification. Proposals submitted after this date will not be eligible for consideration. Proposals must be printed electronically. Handwritten or typed applications will not be accepted.

Preliminary review and evaluation of grant applications received from **non-academic** organizations will be conducted during the month of March. You will be invited to attend a grant proposal hearing during the week of May 7 at which you will present information and answer questions regarding your proposed events. Appointments for these hearings will be scheduled on a first-come, first-served basis when you submit your completed application to the A.S. Government Office.

Academic Organizations

Hard copies of grant applications for **academic** organizations must first be submitted to their respective College Council by the date it establishes. College Councils are not obligated to accept proposals submitted after this date. College Councils will conduct the preliminary review and evaluation of all grant applications prepared by their member organizations. You will be given an opportunity to attend a grant proposal hearing at which you may present information to your Council and answer questions regarding your proposed events. The College Council will subsequently hold funding deliberations at which they will determine whether or not to fund your request. ***College Council allocations must be filed with the A.S. Government Office by 5:00 p.m. on Friday, May 4 for approval by the Board of Control.*** College Councils will be invited to attend a grant proposal hearing during the week of May 7 at which they will present information and answer questions regarding the proposed events.

The Board of Control will hold final grant deliberations on Tuesday, May 15. The result of these deliberations will be posted outside the A.S. Government Office by Friday, May 11.

The Board of Control's recommendations will be presented to the A.S. Senate on Wednesday, May 16. Organizations wishing to appeal the recommendations of the Board of Control may do so on that day. Sign up sheets for presenting appeals to the Senate will be available in the A.S. Government Office, USU-311.

For Additional Assistance

To assist you with the completion of your grant application(s), the following information is provided with this publication:

Allowable Expenses and Maximum Subsidy Limits

This document provides a description of the allowable expenses that can be included in your grant application, the formulas for determining the maximum amount of funding the A.S. will provide, and any special considerations or restrictions that you must observe. ***You are strongly cautioned to read and use this information in the preparation of your applications.***

Facility Rental Rates

For information on rental rates for campus facilities, equipment rental, and labor costs please contact the following:

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| ■ Pyramid | 562-985-1904 |
| ■ Carpenter Performing Arts Center | 562-985-4274 |
| ■ University & Studio Theaters | 562-985-5423 |
| ■ University Student Union | 562-985-5205 |
| ■ Gold Mine Gym | 562-985-4655 |

If you find that you have questions or concerns that are not addressed in this instruction manual, please feel free to contact the A.S. Treasurer at (562) 985-5241.

TYPE OF EXPENSE	DESCRIPTION	MAXIMUM ALLOWABLE SUBSIDY LIMIT OR FORMULA	REMARKS
Flyers	Advertising circulars, handbills, postcards, etc. that are used to announce the time, date and location of an upcoming event or activity	Estimated Attendance x 3 x 5¢	
Newspaper Ads	Paid advertisements published in campus or local newspapers for the purpose of announcing an upcoming event or activity	\$175 per grant	
Posters	Paper placards, usually no smaller than 12" X 18" used to announce an upcoming event or activity	\$200 per grant	This represents the estimated cost of producing 1,000 two-color posters on 12" by 18" paper.
Printed Materials	Handouts, outlines, programs, brochures, etc. that are provided to persons attending an event	Estimated Attendance x 20¢	
Program Supplies	Miscellaneous materials that are instrumental to producing an event or activity. Past examples approved by the A.S. include decorations for a Haunted House, ethnic costume rentals, building materials, videotape, and electrical supplies	Because of the wide variety of materials included in this category, no Maximum Allowable Subsidy has been established	A.S. will only fund program supplies that is considers <u>essential and necessary</u> to the program's success.
Group Travel	Registration fees, transportation, and lodging expenses of recognized student organizations competing or performing in academically-related intercollegiate competitions.	Lodging is limited to \$79 per room per day. Vehicle mileage is limited to \$0.345 per mile.	A.S. will only fund transportation and lodging expenses when traveling 25 miles or more from CSULB. A Travel Expense Estimate must be completed and submitted with the grant application.
Refreshments	Incidental snack foods, non-alcoholic beverages, and disposable serving supplies provided to participants of an ASI-funded event or activity.	Estimated Attendance x \$2.	Refreshment expenses may not constitute more than 20% of the total program expense awarded by ASI, excluding refreshments.
Conference Fees	Fees paid for attending professional conferences, academic seminars, etc.	Number of Individual Participants x \$50	The A.S. will provide funding for no more than ten (10) participants for conference and seminars.
Equipment Rentals	Amounts paid for the rental of equipment used in connection with an event or activity	Refer to the appropriate office for price information.	
Facility Rentals	Amounts paid for the rental of campus facilities	Refer to the appropriate office for price information.	Off-campus facility rentals are not funded by A.S.
Service Contracts	Formal written agreements made with individuals or organizations to compensate them for performing a service connected with an event or activity	Unless the individual is renowned and therefore warrants an "engagement fee", service contract amounts should simply seek to reimburse an individual for his or her time and expense. ³	Examples include agreements with guest speakers, performing artists, facilitators, and masters of ceremonies.
Equipment	Physical resources such as machinery, furniture, and fixtures that are critical and necessary to the successful production of an event or activity	Purchase price x 50%. The A.S. will only fund equipment purchases on a "matching funds" basis. Organizations must raise one-half of the total purchase cost through their own fundraising efforts.	Examples of past equipment purchases funded by the A.S. include theatre curtains, exhibit lighting, and mechanical components of a solar-powered automobile.
Repair and Maintenance	Supplies and services for repairing and maintaining equipment used in connection with an event or activity	The A.S. has not established a Maximum Allowable Subsidy for repairs and maintenance	

³ A reasonable guide for calculating a speaker or performer's expenses would include round-trip transportation (at 34.5¢ per mile for travel by car), meals (maximum of \$32 per day), lodging, and reasonable business expenses (time, supplies, and materials). Please note that payments to current faculty members of CSULB are prohibited, as are payments to members of your organization. Payments to CSULB staff and students are not normally funded unless the student or staff member has unusual expertise in the area for which he/she is contracted.