The Provost/CAO Fund
Funding Proposals for Student Organizations
2015-2016

APPLICATION DEADLINES:

FALL: October 16
WINTER: January 8
SPRING: April 4

APPLICATION PROCESS:

• Read the guidelines.
• Research Your Budget – Use correct costs.
• Proposal Review – Your proposal is due to Andrew Miller in the Crown College Office by 3 p.m. on the deadline day.
• All proposals must be typed. E copies are available by emailing ammiller@ucsc.edu.

GUIDELINES
These guidelines apply to Student Organization funding for the 2015-2016 academic year. Approximately $10,000 is available this year. Representatives of the colleges will review your proposal and make a funding decision on behalf of all the colleges.

Student Organizations representing undergraduate students may apply for funding for events and activities which support the diversity, retention, academic and/or programmatic goals consistent with the colleges.

RESTRICTIONS

• Student Organizations must be registered with SOAR or Student Media when the proposal is submitted and when funds are received.
• Applicants should be able to demonstrate the experience and skills to have a successful program.
• Funds must be used in strict accordance with the submitted/approved event and budget. Funds spent before the approval date will not be reimbursed.
• For events that are proposed/scheduled prior to annual fall deadline, requests can be made the prior spring quarter.
• Funds cannot be given to or transferred to another source; sponsors must apply for funds directly. If the event is co-sponsored, the proposal should be presented jointly.
• Food, off-campus events, and travel are given a lower priority for funding because generally the number of UCSC student benefiting from the event is smaller. T-shirts and other clothing items will not be funded.
• Recruitment/Outreach proposals must include a letter of support from the Director of Admissions to verify that (1) Admissions is committed to work with the project and (2) there is a mutually agreed upon date for the event, and (3) there is a planning timeline in progress.
• Gifts, mementos, awards, plaques, etc. are not funded, in accordance with campus accounting procedures and Divisional funding policies.
COLLEGES PROJECT/EVENT PROPOSAL
For Student Organizations

PROJECT/EVENT TITLE
NAME OF STUDENT ORGANIZATION

DESCRIPTION OF EVENT/PROGRAM
Date(s) Start Time End Time
Location
Student Representative(s)
Phone Email

Briefly describe the proposed project in the space below. Include a brief biography of any speaker/performer receiving more than $100.

PURPOSE: Please check the box(es) which best describe the Project’s goals.
- strengthens the campus commitment to diversity
- strengthens the campus commitment to civility and a hate-free climate
- strengthens collaborative programming and participation across colleges
- increases campus exposure to issues or cultures of underrepresented students
- contributes to campus recruitment and retention efforts

Explain how your project will fulfill each of the goals you marked.

If a recruitment project, how many potential UCSC students will benefit? How many prospective UCSC students will be reached?
Organizational Experience and Campus wide Impact. Please list a few of the main events/projects that your organization produced last year
## Project Budget

List the itemized budget for this project in the space below. Be specific and provide researched estimates. For performers/services, please list the length of time of their appearance under Quantity.

<table>
<thead>
<tr>
<th>Item/Service</th>
<th>Quantity/Time</th>
<th>Cost Per Participant</th>
<th>Estimated Cost Total</th>
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Total budget for this project $_____________  This request is for $_____________

Please list funds requested from all non-college sources, including college governments and core Council.

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Funds approved $__________

(After approval, contact ammiller@ucsc.edu to process funds.)

Stipulations: An evaluation is required.

COP Convener __________ Date __________  CAO Convener __________ Date __________

Rev: 9/15