

Committee on Ethnic Programming Proposal Packet

Proposal Deadline

November 4th, 2016
January 27th, 2017

Award Notification Dates

December 9th, 2016
February 17th, 2017

EVALUATIONS REQUIRED

Please be aware you are required to complete and turn in an event evaluation form for each project that is funded by CEP. The form must be turned into the SOAR office (Student Union 2nd Floor) within three weeks of the event.

Table of Contents

1. Deadlines and Notification dates
2. Submission Requirements
3. CEP Purpose
4. Proposal Review Process
5. Guidelines and Restrictions
6. Proposal Cover Sheet
7. Project Proposal and Budget sheet
8. Maximum Cost Sheet
9. Evaluation Form

Submission Requirements

- Must be complete
- Must be typed
- Must be submitted by due date
- **MUST HAVE ALL EVALUATIONS IN FOR ANY EVENT FUNDED PREVIOUSLY BY CEP**
- May not have attachments unless specified in request

Committee on Ethnic Programming Purpose

Undergraduate students (individuals or organizations) may apply for the funding of projects that support ethnic diversity on campus by enhancing the retention and advancement of historically excluded populations who are currently underrepresented as defined by the UC Office of the President (Blacks, Chicanos, Latinos, Native Americans, Filipinos and Asian/Pacific Islanders).

Projects should have as their primary purpose one or more of the following:

- Strengthen the identity of a historically excluded population who are currently underrepresented.
- Educate and increase campus wide exposure to the issues or cultures of historically excluded populations who are currently underrepresented.
- Contribute to the retention of historically excluded populations who are currently underrepresented.

Proposal Review Process

1. All proposals are due by 5pm to the SOAR office (Student Union, 2nd Floor) on the date indicated above. Proposal that are incomplete or do not meet criteria will be returned to proposal authors.
2. A majority student committee reviews all proposals for adherence to the purpose of CEP, then decides on the amount recommend allocating for the project based on the Guidelines and Restrictions; maximum costs, and past evaluations. The committee may have clarifying questions on particular proposals, and the indicated person for that project will be contacted via email by the SOAR office. Proposal authors are responsible for responding to emails within 24 hours.
3. Once the Committee has reviewed all proposals for that quarter, The Committee submits recommendations to the designated University representative.
4. After final approval, the contact person, indicated on the cover sheet, will receive an award letter via email from the SOAR office. The award letter includes the amount of money allocated and may include any spending stipulations or reasoning for the committees decisions. If you need assistance, please call SOAR at 459-2934.

EVALUATIONS REQUIRED

Before writing your proposal, check with the SOAR office to make sure all of your organization's evaluations have been turned into the office. This is required before submitting new proposals.

Guidelines and Restrictions:

Funds are limited. Each year CEP receives more requests than it is able to fund. Funding can be partial or full depending on merit, funds available, and support from other funding sources. Proposals will be judged in terms of excellence, adherence to the following guidelines and restrictions, and alignment with the purpose of CEP.

- A. Projects initiated by campus units or for curriculum development and academic programming are not funded by CEP.
- B. A brief biography of any performer or speaker receiving more than \$100.00 is required as part of the proposal description.
- C. Budgets must be specific. Applicants must provide researched estimates for performers/services, and items. Inflated budgets do not receive more money.
- D. Applicants must be registered undergraduate students when the proposal is submitted and during the time the funds will be used. Money received by student organizations is not available for summer projects.
- E. The applicant(s) must be able to demonstrate the experience and /or technical ability to carry out the project as described and on schedule.
- F. Funds will not be provided if they are to be given or transferred to another source; sponsors must apply for funds directly. If an event is to be co-sponsored, a proposal must be co-authored.
- G. Funds must be spent in strict accordance with the budget submitted to and approved by CEP. Applicants must obtain approval from the committee prior to expenditure of funds for items/services not included in the original budget (Note: the committee usually meets once per quarter).
- H. Proposals for programs that have already taken place will not be considered.
- I. Any project that has an international focus must show its relevance to domestic groups.
- J. CEP funds activities with consideration to the number of UCSC students who will benefit directly from the project. Projects or operating costs of organizations that are exclusive will not be funded.
- K. Food is given a lower funding priority, particularly if the food is being given away as opposed to being sold as a fundraiser. Proposals must explain the importance that food has to the project's purpose.
- L. Mural projects must include a letter confirming approval of a mural site from the facility manager. The proposal must also describe the process for gaining the input and support of the depicted and affected communities.
- M. Off-campus events are not funded by CEP. Projects that will benefit primarily off-campus groups or audiences are also not funded by CEP.
- N. Travel to conferences which offer student leadership development opportunities at off-campus locations will be considered for funding, however benefit to the larger campus community must be demonstrated. **Note:** Travel costs are given lower funding priority because generally the number of UCSC students directly benefiting is smaller.

- O. Gifts, mementos, awards, and plaques are not funded by CEP, in accordance with campus accounting procedures and Divisional funding priorities.
- P. Fees such as enrollment fees, EAP costs, salaries or stipends, living expenses, or funds to support senior thesis projects are not funded by CEP.
- Q. Printing costs for journals or newspapers must include an itemized estimate from a printer.
- R. T-shirts are given a lower priority. Proposals must explain the importance that t-shirts have to the organization or project's purpose.
- S. The committee will take quality and legibility of proposals into account. Proposals must use the unaltered forms provided, typed in size 11 font or larger.
- T. If allocated, granted funding will be limited to the maximum amounts set by CEP (Please see attached "Maximum Cost Sheet").
- U. Projects that demonstrate collaboration between organizations will be given priority.

Committee on Ethnic Programming (CEP) Proposal Cover Sheet

Requests that do not use the forms provided will not be accepted. Do not alter forms or include attachments. Complete one Proposal Cover Sheet listing all of your projects. Submit one single sided typed, legible copy of your Project/Event proposal and Project Budget *for each project* listed on your cover sheet. Proposals are due by 5pm on the date indicated at the SOAR Office, Student Union Building, 2nd Floor. **Late or non-typed proposals will not be accepted.**

Student Organization or Individual Student Project: _____

	Total Event Budget	Amount Requested from CEP
PROJECT TITLE: _____	\$ _____	\$ _____

Contact Person: _____ Phone: _____ Email: _____

PROJECT TITLE: _____	\$ _____	\$ _____
----------------------	----------	----------

Contact Person: _____ Phone: _____ Email: _____

PROJECT TITLE: _____	\$ _____	\$ _____
----------------------	----------	----------

Contact Person: _____ Phone: _____ Email: _____

Total of Project(s) Budget	\$ _____
Total requested from CEP	\$ _____

CEP PROJECT/EVENT PROPOSAL

Must be typed. No more than 1500 characters (including spaces), per prompt.

PROJECT TITLE: _____

Proposed Date: _____ Proposed Location: _____

Number of students committed to working on this project: _____

Number of UCSC students who will directly benefit: _____

Please describe the proposed project using only the space provided below. Include a brief biography of any speaker/performer receiving more than \$100.00. Do not include attachments.

Please check only the boxes that apply:

This project will:

- Strengthen the identity of a particular underrepresented minority.
- Educate and increase campus wide exposure to issues or cultures of underrepresented minorities.
- Contribute to the retention of underrepresented minorities.

Please describe how your project supports the purpose of CEP using only the space provided below. Explain the boxes checked above.

Please list similar Projects/Events that this group of students has produced in the last year.

Title	Date	# of Participants	How much was spent on the event?

