

**The Provost/CAO Fund  
Funding Proposals for Student Organizations  
2016-2017**

**APPLICATION DEADLINES:**            FALL:            October 14  
    WINTER:        January 13  
    SPRING:        April 7

**APPLICATION PROCESS:**

- Read the guidelines.
- Research Your Budget – Use correct costs.
- Proposal Review – Your proposal is due to Andrew Miller in the Crown College Admin Office by 3:00pm 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 2016-2017 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 \_\_\_\_\_

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

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**PURPOSE:** Please check the box(es) which best describe the Project's goals.

- Strengthens the campus commitment to diversity
- Strengthen 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.

Item/Service	Quantity/Time	Cost Per Participant	Estimated Cost Total

**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: amiller@ucsc.edu to process funds.)*  
Stipulations: An evaluation is required.

\_\_\_\_\_  
COP Convener                      Date

\_\_\_\_\_  
CAO Convener                      Date