

Committee on Ethnic Programming Proposal Packet

*** Read all materials before beginning. There are strict requirements you need to know before you write your proposal(s).**

Proposal Deadline

October 24, 2008
January 23, 2009
May 01, 2009 *

Award Notification Dates

November 21, 2008
February 27, 2009
June 05, 2009

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Submission Requirements

- ❖ Must be complete
- ❖ Must be typed in 11 size font or larger
- ❖ 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 (2nd floor Student Union building) on the date indicated above. Proposal that are incomplete or do not meet criteria (will be returned to proposal authors.)
2. The committee convenes the week following the proposal deadline. The 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 their recommendations to the designated representative of the Division of Student Affairs for final approval.
4. After final approval, the contact person, indicated on the cover sheet, will receive an award letter via email from the SOAR office (from mtalaniz@ucsc.edu). 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

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 within three weeks of the event. Failure to do so may result in a rejection of future 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 (font size can not be smaller than pt11) 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
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PROJECT TITLE: _____	\$	\$
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Contact Person: _____ Phone: _____ e-mail: _____

PROJECT TITLE: _____	\$	\$
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Contact Person: _____ Phone: _____ e-mail: _____

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

Contact Person: _____ Phone: _____ e-mail: _____

PROJECT TITLE: _____	\$	\$
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Contact Person: _____ Phone: _____ e-mail: _____

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

CEP PROJECT/EVENT PROPOSAL
Must be Typed and you can not use a font smaller than pt11

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	No. of participants	How much spent on event?

Project Budget:

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

Item/Service	Quantity/time	Cost Per	Estimated Cost

Total Budget For This Project: \$ _____

List funds requested from other sources: _____
(Amounts and name of fund source)

Funds Received Total: \$ _____

Total requested from CEP for this project: \$ _____