

**The CAO/Provost Fund
Funding Proposals for Student Organizations
2008-2009**

APPLICATION DEADLINES:	FALL:	October 10
	WINTER:	January 16
	SPRING:	April 10

APPLICATION PROCESS:

- Read the guidelines.
- Research Your Budget – Use correct costs.
- Proposal Review – Your proposal is due in the College 8 Office by 3 p.m. on the deadline day.
- All proposals must be typed. E copies are available by emailing sjlord@ucsc.edu.

GUIDELINES

These guidelines apply to Student Organization funding for the 2008-2009 academic year. Approximately \$12,000 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
- 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 Campuswide Impact. Please list a few of the main events/projects that your organization produced last year

Project Budget

