

Student Organization Grants

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Background and Purpose

The Associated Students, Incorporated provides a wide variety of programs and services to enhance the educational experiences of its members, the students of CSULB. ASI is committed to the development and preservation of a vibrant student community and believes firmly that student clubs and organization play a vital role in that effort. ASI's Policy on Student Organization Grants is intended to provide guidance for the allocation of funds to student organizations for the production of events and activities that benefit the student body.

Policy Statement

It is the policy of the Associated Students, Incorporated to award grants to student organizations for the production of events and activities that meet the needs and interests of the student body. Funding for these grants is provided by the \$6 Student Organization fee, included in the mandatory Associated Students fee paid by all students at the time of registration.

Who Should Know This Policy

- | | | |
|---|--|--|
| <input type="checkbox"/> Budget Area Administrators | <input checked="" type="checkbox"/> Elected/Appointed Officers | <input checked="" type="checkbox"/> Grant Recipients |
| <input type="checkbox"/> Management Personnel | <input checked="" type="checkbox"/> Program Advisors | <input checked="" type="checkbox"/> Staff |
| <input type="checkbox"/> Supervisors | <input type="checkbox"/> Volunteers | |

Definitions

For purposes of this policy, the terms used are defined as follows:

Term	Definition
Abeance	A state of temporary inactivity. A grant award held in "abeance" means that related accounts are frozen and no further transactions may be conducted until a specific condition is met.
Allotment	The portion of a budgetary appropriation that is to be encumbered or expended during a specific period
Community Relations Activity	Programs conducted primarily for promoting an organization or its individual members to parties outside of the campus community.
Grant	An award of financial assistance provided to a student organization for use with a specific activity in which substantial involvement between the ASI and the grant recipient is not anticipated.
Viewpoint neutral funding	A process whereby funding decisions cannot be based on a student organization's point of view
Intercollegiate academic competition	A formal competition between representatives of two or more institutions of higher education in which a student organization or members thereof serve as official representatives of CSULB and compete on its behalf

Standards and Procedures

1.0 Eligible Organizations

All university recognized student organizations that are currently registered and not on probation are eligible for grants. Persons completing and submitting grant applications must be currently enrolled students and must be registered with the Office of Student Life and Development as officers of the organizations they represent. Persons must have attended the appropriate workshops or training prior to submitting grant applications. All applicants must meet the university's academic eligibility qualifications for student office holders (refer to Campus Regulation II).

2.0 Viewpoint Neutrality

Funding decisions will not be based on a student organization's point of view. An organization must not be denied funding simply because it advocates a particular opinion, no matter how deplorable or unusual. Viewpoint neutral criteria for evaluating funding proposals will only consider factors that are NOT tied to viewpoint such as fiscal responsibility, relevance to mission, and level of services provided.

Nonetheless, viewpoint neutrality does not mean that funding levels must be equal for all organizations. Different groups may be funded at different levels because different organizations require different amounts of money to function effectively on campus.

2.1 Viewpoint Neutral Process

To ensure the funding process is viewpoint-neutral, the following set of basic criteria has been adopted to guide funding decisions:

- The student organization must demonstrate how the activity contributes to ASI's mission
- The student organization must present a detailed plan about the activities for which it is seeking support
- The student organization's activity must be open to all students and contribute to student life
- The student organization must attend its hearing

2.1.1 Examples of Qualifying Programs

Events and activities that seek to accomplish the following objectives have been deemed to contribute to ASI's mission and are examples of the types of programs ASI seeks to fund:

- Program that promote an awareness and understanding of the ideas, customs, arts, languages, and social contributions of specific cultures (Code 810)
- Programs that aid in the retention and graduation of currently enrolled CSULB students (Code 820)

- Programs that provide students with opportunities for on-campus social interaction (Code 830)
- Programs that promote discussion or debate of public issues (Code 840)
- Programs that promote academic performance and excellence (Code 850)
- Programs that supplement or enhance academic preparation or development (Code 860)
- Programs that promote students' health and welfare (Code 870)
- Programs that promote or sponsor public service to the surrounding community (Code 880)
- Programs that develop professional, or career-related skills, including those that develop social and business etiquette (Code 890)

2.2 Funding Process

To ensure a viewpoint-neutral process, the Board of Control shall adopt the following practices:

- All hearings regarding a group's request for funding will be documented in the minutes of the Board of Control
- The Board of Control's funding decisions shall be based on how well the student organization met the above criteria and not on the group and/or activity's viewpoint or opinions
- All student organizations have the right to appeal the funding decisions of the Board of Control to the Associated Students Senate at the meeting during which the Board of Control minutes are approved
- All grant requests of \$5,000 or more are required to go through two readings by the Board of Control before final approval

2.3 External Funding Requirement

ASI asserts that the intent of awarding these grants is to assist student organizations' in their programming efforts and not to be the sole source of financial support for student organization activities. In order for a program to be eligible for funding, the student organization shall be required to demonstrate that it is generating funds from other sources to support *at least* 30% of the total cost for the event or activity. Organizations are expected to fundraise as much as possible.

3.0 Applications for Funding

Applications for the funding of Student Organization Grants will be made available and accepted during the spring semester preceding the fiscal year in which the programs will take place. Student organizations must submit one application for each program for which funding is requested. The ASI Treasurer shall establish the schedule for submitting, reviewing and awarding Student Organization Grants no later than the third week of the spring semester. All

applications must be received in the ASI Government Office (USU-311) by the date specified by the Treasurer. Applications submitted after this deadline will not be eligible for funding consideration until the first Board of Control meeting of the new fiscal year.

3.1 College Council Allocation Process

College Councils have been delegated authority by the Board of Control to review and evaluate the grant applications submitted by their respective member organizations and to determine the amount of funds to allocate to each of them. As a condition for being delegated this authority. Each College Council must meet the following requirements:

- Councils must have constitutions or bylaws that provide voting rights in which each member organization receives one and only one vote.
- Councils must make persistent efforts to notify each departmental association and other member organizations of the commencement of this grant application process.
- Councils can provide a written request to the ASI Treasurer to withhold funding from a particular organization because that organization has failed to comply with the Council's good standing requirements. All such decisions will be made by the Board of Control.
- Councils can deny the participation of an organization in the allocation process because the organization failed to meet the good standing requirements set forth under the constitution of the Council. **Notification of such denial must be provided to the ASI Treasurer no later than the date specified by that officer.**
- Any organization that has been denied participation or had its funding withheld may appeal the Council's decision to the Board of Control before a final decision is made.
- Councils must establish and diligently observe deadlines by which grant applications from member organizations must be submitted.
- Each Council's deliberation process must provide an opportunity for member organizations to present and defend their grant applications to the Council.
- Councils must maintain records of their budget deliberations and record their allocations using the "College Council Allocation Summary" form.
- Councils must make special efforts to ensure that the needs and interests of graduate students are addressed by at least some of the programs funded through this process.
- Councils must submit the completed College Council Allocation Summary and all grant applications for their respective colleges to the ASI Government Office by the date and time annually specified by the ASI Treasurer.
- College Council Allocations are subject to the approval of the Board of Control.

3.2 Club Sports Allocation Process

The Director of Club Sports has been delegated authority by the Board of Control to review and evaluate the funding requests submitted by the respective clubs and to determine the amount of funds to allocate to each of them. This determination will be forwarded to the ASI

Government Office by the date and time annually specified by the ASI Treasurer. Allocation summaries must be forwarded to the Board of Control where they are subject to final approval.

3.2.1 Club Sports Use of Funds

Unlike program-specific grants, Club Sports are funded on an annual basis for general operating costs. However, the Club Sports teams must follow the purchasing guidelines outlined in Section 5 of the Policy on Student Organization Grants.

3.3 Current Year Unallocated Fund

During the course of its annual budget preparation, ASI sets aside a sum of money referred to as the Current Year Unallocated Fund (CYUF) that can be used for funding grant requests submitted during the current budget year. Priority for funding will be given to grant requests for **new** programs.

Applications for funding from the Current Year Unallocated Fund must be submitted no later than three weeks before the date of the program or event for which funding is being requested. Furthermore, the Board of Control will not accept requests for programs that have already taken place. Funding requests must be submitted using the Grant Application form.

4.0 Grant Evaluation Criteria

All grant applications will be evaluated against a set of criteria developed by the ASI Treasurer in consultation with the Board of Control. Each application is evaluated against these criteria to create a baseline funding amount for the Board of Control's reference.

5.0 Use of Grant Funds

ASI funded organizations may receive money from their ASI grants only with the approval of the ASI Business Office. Purchases will only be allowed if they are clearly related to an approved grant.

5.1 Authority for Purchasing

Purchases of goods or services are authorized only when written on a purchase order or contract form issued by the Business Office and signed by the ASI Executive Director or designee. A student organization representative is not authorized to act as an agent of ASI in any way that would commit the assets or funds of ASI. Businesses or individuals who accept verbal or other unauthorized orders for purchases do so at their own risk and will be instructed to pursue the student organization representative personally for payment of goods or services received.

5.2 Permissible Purchases

Student organization grants shall only be used for the following types of purchases. Limitations on purchases shall be enforced pursuant to the Maximum Allowable Subsidy limits in effect at the time of purchase:

- 1) **Advertising:** flyers, newspaper ads, posters, handbills, etc. that are produced for the purpose of publicizing the date, time and location of an upcoming event

- 2) **Printed Materials:** Handouts, outlines, programs, brochures, etc. that are provided to participants or attendees as part of an event.

ASI grants cannot be used to pay for the reproduction of any printed material that would constitute copyright infringement.

- 3) **Program Supplies:** Miscellaneous materials that are instrumental to producing the program provided ASI considers it essential and necessary to the program's success.
- 4) **Refreshments:** Food, non-alcoholic beverages, and disposable serving supplies provided to participants of an ASI-funded event or activity. Refreshment expenses may not constitute more than 15% of the total program expense awarded by ASI. Student organizations shall follow the Policy on Hospitality, Section 7.0 "Payment or Reimbursement Procedures" to use their grant award for refreshments.
- 5) **Equipment Rental:** Amounts paid for the rental of equipment used in connection with a funded event or activity.
- 6) **Facility Rental:** Fees paid for the use of campus facilities. With the exception of venues for Recreational Sport activities, off-campus facility rentals are not allowable.
- 7) **Contracts:** Formal agreements made with individuals or organizations to compensate them for performing services connected with a funded event or activity including agreements with guest speakers, performing artists, facilitators, trainers, coaches, and masters of ceremonies.

All materials and supplies purchased with ASI grants must remain the property of the student organization for future use. ASI grants cannot be used to purchase items that will become the personal property of individuals.

5.3 Prohibited Purchases

Purchases that cannot be made with ASI grants include but are not limited to the following:

- 1) **Scholarships/Awards:** ASI grants cannot be used to pay for awards or scholarships.
- 2) **Copyright Infringement:** ASI grants cannot be used to pay for the reproduction of any material, printed or otherwise, that would constitute copyright infringement.
- 3) **Office Maintenance:** ASI grants cannot be used for the purchase of office supplies or for maintaining an office space, including payment of phone bills, postage, or any other operating expense of a student organization.
- 4) **Transportation:** ASI grants cannot be used to pay for transportation expenses, unless awarded as a grant for an intercollegiate academic or Club Sport athletic competition. In such cases, funding for transportation expenses will be limited to the cost of travel from Long Beach to the destination site and back. Funding for travel by motor vehicles will be limited to the standard IRS mileage rates for the use of a personal automobile. Daily ground transportation will not be funded by ASI. All students engaged in ASI-funded travel must complete and submit to the A.S. Business Office an EO-1051 Waiver of Liability form PRIOR to engaging in

travel. Failure to submit the completed form will result in the disqualification of a student from receiving any payment or reimbursement of their travel expenses.

- 5) **Lodging:** ASI grants cannot be used to pay for lodging expenses unless awarded as a grant for intercollegiate academic or Club Sport athletic competition. In such cases funding for lodging expenses will be limited to \$150 per room per night.
- 6) **Conference Registration Fees:** ASI grants cannot be used to pay for conference registration fees in excess of \$75 per person up to a maximum of ten people.
- 7) **Tips/Gratuities:** ASI grants cannot be used to pay for tips or gratuities.
- 8) **Banquets/Luncheons:** ASI grants cannot be used for any expense related to a student organization's banquet or luncheon.
- 9) **Community Relations Activities:** ASI grants cannot be used to pay for Community Relations Activities and/or materials, including donations to charitable causes. Community Relations Activities are programs conducted primarily for promoting an organization or its individual members to parties outside of the campus community. Examples include corporate mixers, alumni socials, and meetings with local Chambers of Commerce.
- 10) **Faculty/Staff Compensation:** ASI grants cannot be used to compensate CSULB faculty or staff for services rendered to a student organization.
- 11) **Ex Post Facto Contracts:** ASI grants cannot be used to make payment on a contract entered into after services have been rendered.
- 12) **Gift Cards:** ASI grants cannot be used for the purchase of gift cards, even if provided in lieu of an honorarium or contract payment.
- 13) **Raffle Items:** ASI grants cannot be used for the purchase of items to be given away at a raffle.
- 14) **Personal Property:** ASI grants cannot be used to purchase items that will become the personal property of individuals, unless provided in lieu of an honorarium. Program supplies purchased with ASI grants must remain the property of the student organization for future use. This excludes promotional items that are intended to publicize an ASI-funded event or activity.

In addition, ASI's Procurement Policy prohibits the purchase of the following items, regardless of funding source: live animals; radioactive materials; hazardous substances; ethyl alcohol, narcotics and dangerous drugs; tobacco and tobacco products; firearms and other weapons; precious metals; explosives; travel to any state that falls under the provision of California Assembly Bill 1887, including conference registration fees, lodging and transportation; and any product produced through the use of sweatshop labor.

6.0 Event Requirements

Regardless of the type of grant awarded, all programs sponsored with Associated Students funds are required to observe the following.

6.1 Location

Student organization programs funded by ASI grants must be conducted under the supervision of campus personnel who have been delegated authority for overseeing student activities by the campus President. This authority is most effectively exercised when programs and events take place on campus grounds. Therefore, ASI shall not award funds for student organization events or activities taking place off-campus.

Exceptions to this policy may be made on a case-by-case basis. A principal factor in making these decisions is the availability of appropriate on-campus facilities and the degree to which the proposed activity contributes to the educational and leadership development objectives of the university.

6.2 Nondiscrimination

Grants shall only be awarded to programs that are open to any student wishing to participate. ASI shall not award grants to any program that restricts or limits participation based on sex, disability, race, color, national origin, age, marital status, religion, or sexual orientation. Organizations that apply for and receive grants from ASI shall do so with the expressed understanding that such discrimination is explicitly prohibited and that any violation of this policy will result in the forfeiture of ASI support.

6.3 Accessibility

ASI requires that no program or activity funded by a student organization grant exclude from participation, deny benefits to, or subject to discrimination any individual solely because of his or her disability. To this end, ASI requires that organizations receiving grants take affirmative steps to provide reasonable accommodations in all facilities and services to the known physical or mental limitations of any individuals wishing to participate.

For ASI funded events that have an anticipated attendance of 200 or more students, student organizers must arrange to have a qualified interpreter or transliterator provide access for hearing impaired attendees. The grant award may cover costs for this service. This requirement shall apply to programs such as lectures, seminars, workshops, and guest speakers. It shall not apply to concerts or other musical events unless there are significant speaking parts included as part of the event.

6.4 Non-Harassment

ASI affirms that students have a right to work and learn in an environment free of harassment. ASI prohibits harassment at all levels of the organization, including sexually harassing conduct committed by agents or representatives of student groups receiving grants. Harassing conduct, whether verbal or physical, is strictly prohibited. Student organizations that engage in, promote, or foster harassing conduct will forfeit all rights and privileges conferred upon them by ASI, including recognition and funding.

7.0 Funding Terms and Conditions

All purchases made from ASI grant accounts must conform to the program descriptions provided in the original grant applications. Student organizations may only spend grants on purchases related to the specific events for which they requested and received ASI funds.

7.1 Signature Authorization Card

All ASI-funded student organizations must have a Signature Authorization Card on file in the Business Office before initiating any transactions. Each card must bear the names and signatures of at least one student representative and the organization's Student Life and Development advisor. Only those persons listed on the Signature Authorization Card can request withdrawal of funds, request account information, or pick up checks or purchase orders. There shall be a maximum of two student representatives authorized to sign on the account and only currently enrolled students may serve as authorized student signatories for student organization grants.

In order to become an authorized signatory, a student must pass a Student Fiscal Officer Certification Test or undergo equivalent fiscal training as determined by the ASI Treasurer.

7.2 Acknowledgment of ASI Support

All advertising for a program funded by an ASI grant must include the ASI logo with the phrase "funded in part by the Associated Students, Incorporated". In cases of broadcast advertisements, all such announcements must state, "this program is funded in part by the Associated Students, Incorporated."

7.3 Allotment Schedules

Each grant awarded to an organization shall be scheduled for expenditure in one of three fiscal periods. These allotments are based on the information provided in the Grant Application. Grants must be expended according to this schedule.

Grant allotments typically coincide with the month(s) before or during which a program or activity is scheduled to take place. These grant allotments shall be spent by the following deadlines:

- Paperwork to spend grants allocated for the first fiscal period (September through November) shall be submitted by November 30.
- Paperwork to spend grants allocated for the second fiscal period (December through February) shall be submitted by February 28.
- Paperwork to spend grants allotted for the third fiscal period (March through May) shall be submitted by May 31.

The ASI Treasurer will provide the Office of Student Life and Development with a listing of all unexpended grants no later than the 15th of the month in which the grants are set to expire. Any budget allocations not moved or expended by these deadlines shall revert to ASI's Current Year Unallocated Fund for redistribution to other organizations.

8.0 Amending Terms and Conditions

Within certain limitations, student organizations may change various terms and conditions associated with the organization's grants. All proposed amendments must go through the ASI Treasurer for approval before presented to the Board of Control. The ASI Treasurer needs to ensure that proposed amendments are for unforeseen circumstances.

8.1 Allotment Schedule Amendments

If an organization anticipates a need to change the allotment of a grant from one quarter to another, the authorized student representative shall complete an Allotment Schedule Adjustment form. Forms must be approved by the SLD advisor and submitted to the ASI Treasurer no later than the last day of the fiscal period in which the grant was originally allotted (see above).

8.2 Program Change Amendments

If an organization wishes to use grants for programs other than those for which it received funding, the authorized student representative shall complete a Program Change Amendment and submit it to the ASI Treasurer. The request will be placed on the next available Board of Control agenda. If approved, the Treasurer will inform the Business Office of the program changes. The Business Office will then update the grant(s) accordingly.

8.3 Request for Grant Augmentation

Requests for additional funds from the Current Year Unallocated Fund may be made for increasing support for previously funded programs in which the organization is facing unanticipated additional expense. **Funds will not be awarded for the purpose of restoring funds previously cut from a grant request.** Furthermore, the Board of Control will not accept requests for programs that have already taken place.

Requests for augmenting (increasing) existing grants shall be made by completing the Grant Augmentation Request. All requests for additional funds must be submitted to the ASI Treasurer, presented to the Board of Control, and forwarded to the Senate for approval.

8.4 Grant Notification

After the Senate approves the decision of the Board of Control, the ASI Treasurer shall notify the applicant of the outcome within three working days. The Business Office will provide the applicant with their account number(s), grant amount(s), and date(s) by which funds must be spent.

9.0 Exceptions to Policy

Exceptions to policy may only be made by the approval of the ASI Treasurer. These exceptions shall only be made in unique circumstances and require that a Request for Exception to Policy be submitted. The ASI Treasurer shall only accept such requests if the organization has no control over the situation and that the purpose of the event can only be achieved if the exception is made. Such requests must be submitted at least one week prior to the event taking place.

10.0 Expiration of Funds

Student organization grants expire on June 30th of the fiscal year in which they are awarded. Check and cash reimbursement requests submitted after this date will not be honored. Any grants not expended by this deadline will revert to ASI's Retained Earnings account.

Administration

The ASI Treasurer is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed, unless earlier revisions are necessitated by changes in regulations of CSULB or the California State University Office of the Chancellor.

Forms

The following forms are to be used in the execution of this policy.

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
College Council Allocation Summary	To record the proposed allocation of funds from a College Council to its member organizations	ASI Government Office	Student Life and Development Advisor and Board of Control	By the deadline established annually by the ASI Treasurer.
Grant Application	To request funds for support of a program sponsored by a CSULB student organization	ASI Government Office	Student Life and Development Advisor and Board of Control	Submit to ASI Treasurer no later than three (3) weeks prior to the date of the proposed program
Grant Augmentation Form	To request additional funds for a grant to which funds have already been allocated	ASI Government Office	Student Life and Development Advisor, ASI Treasurer, and Board of Control	Submit to ASI Treasurer no later than three (3) weeks prior to the date of the proposed program
Allotment Schedule Adjustment Form	To change the fiscal deadline to which a grant was initially allocated	ASI Government Office	Student Life and Development Advisor and ASI Treasurer	Submit to ASI Treasurer no later than the last business day of the fiscal period to which the funds were initially allocated
Program Change Amendment	To request the use of a grant for a program other than the one for which funding was initially allocated	ASI Government Office	Student Life and Development Advisor, ASI Treasurer, and Board of Control	Submit to ASI Treasurer no later than three (3) weeks prior to the date of the affected program
Request for Exception to Policy	To request an exception to the policy due to a unique circumstance for an event to take place	ASI Government Office	ASI Treasurer	Submit to ASI Treasurer no later than one (1) week prior to the date of the proposed program
Signature Authorization Card	To identify and provide specimen signatures of those students authorized to initiate transactions on an ASI grant account	ASI Business Office	Student Life and Development Advisor	Completed form must be fully executed and on-file with the ASI Business Office before access to funds will be permitted.