

CALL FOR PROPOSALS

2020-2021 STUDENT ORGANIZATION GRANTS

The Associated Students, Incorporated (ASI) provides a wide variety of programs and services to enhance the educational experiences of CSULB students. As part of this effort, we offer grants to student organizations for the production of events and activities that will meet the needs and interests of the student body. Through this application, ASI invites student organizations to request funding for campus events and activities scheduled for the 2020-2021 academic year. This includes summer session 2020, fall semester 2020, and spring semester 2021. **Please note that priority for funding will be given to recurring events and activities.** ASI defines “recurring events” as those that have taken place at least three times within the last five years.

AMOUNT OF FUNDS AVAILABLE

Funding for these grants is provided by the mandatory Associated Students fee paid by all students at the time of registration. As a result, the amount of funds available for grants is directly related to the amount of enrollment. Based on enrollment projections for the 2020-2021 year, ASI estimates that approximately \$391,060 will be available for student organization grants. This represents an increase of about 2.6% from the amount of funds allocated for the 2019-2020 year.

FUNDING HISTORY

For the 2018-2019 year (the most recent year for which audited data is available), ASI awarded 210 grants totaling \$379,111. The largest amount awarded for a single grant was \$33,537. The smallest amount awarded was \$36. Although the average amount awarded was \$1805, most of the grants awarded (65%) were \$1,000 or less.

It is important to remember that the intent of awarding these grants is to **assist** student organizations in their programming efforts. ASI does not have adequate resources to serve as the sole source of financial support for student organization activities. Student organizations are expected to raise funds from other sources to support at least 30% of the cost of their events and activities. It is also important to note that there is no guarantee that a grant request will receive the full amount requested.

WHO WE FUND

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. Applicants must meet the university academic eligibility qualifications for student office holders (refer to Campus Regulations).

GRANT APPLICATION INSTRUCTIONS

All applicants must use the **current electronic version** of the Grant Application forms. These forms are provided in an Excel workbook format and are available on BeachSync. This is the only location where the current forms are located.

The link for program grants is <https://csulb.campuslabs.com/engage/submitter/form/start/391229>.

The link for travel grants is <https://csulb.campuslabs.com/engage/submitter/form/start/391246>.

Individual worksheets are password protected and cannot be modified. You can enter data only onto those sections of the forms that are shaded blue. Other areas of the forms fill in automatically. Where indicated, instructions are included as "Comments" attached to the section. Passing your mouse over the red triangle in the section will allow you to read the instructions.

Certain sections of the worksheets have been programmed to respond with an error message. This message will occur in the following situations:

- On the **Program Grant** application, if the AMOUNT REQUESTED FROM ASI exceeds 70% of the TOTAL PROGRAM EXPENSE
- On the **Program Grant** application, if the amount requested for Food & Drink exceeds 15% of the TOTAL PROGRAM EXPENSE
- On the **Travel Grant** application, If the ORGANIZATION'S SHARE OF COST is less than 30% of the AMOUNT REQUESTED FROM ASI

You must make the necessary corrections to remove these "warning" messages **before** you submit the application.

SUBMITTING THE COMPLETED APPLICATION

Grant applications must be submitted electronically on BeachSync. Handwritten or typed applications will not be accepted. Once you have completed your Grant Application, your SLD advisor will review and comment on your application via BeachSync.

AT-LARGE ORGANIZATIONS

Completed grant applications must be submitted no later than 5:00 p.m. Friday, March 27 for student organizations that are not part of academic College Councils. Organizations that are part of a College Council must follow the internal deadlines set by their respective College Councils (refer to Academic Organizations below). Please contact your Student Life and Development advisor for assistance in submitting your grant applications. It is permissible to attach supplementary information to the grant application if you feel it will provide further clarification. Proposals submitted after this date will not be eligible for consideration. Grant applications must be submitted electronically. Handwritten or typed applications will not be accepted.

You will be required to attend a grant proposal hearing on **Friday, April 10** at which you will present information and answer questions regarding your proposed events. Appointments for these hearings will be scheduled at a future date and organization officers will be notified of this process via email. Failure to attend a hearing may result in your grant application not being funded.

ACADEMIC ORGANIZATIONS

As indicated above, grant applications for organizations that are part of a College Council must first be submitted to their respective College Council by the date it establishes. College Councils are not obligated to accept proposals submitted after this date. College Councils will conduct the preliminary review and evaluation of all grant applications prepared by their member organizations. The College Council will subsequently hold funding deliberations at which they will determine whether or not to fund your request. Each College Council must submit an Allocation Summary and a copy of the grant applications you are have awarded to ASI Government Office by **5:00pm on April 15th**.

BUDGET DELIBERATIONS

The Board of Control will hold budget deliberations on **Tuesday, April 21** and approve funding recommendations on April 28. These recommendation will be posted outside the A.S. Government Office beginning Thursday, April 30.

The Board of Control's recommendations will be subject to review and final approval by the Associated Students Senate on Wednesday, May 6. If you have any questions, please contact ASI Treasurer Daniel Galindo at (562) 985-5241 or by e-mail at daniel.galindo@csulb.edu.