



## 2021-2022 ASI STUDENT EMPLOYMENT GRANT

DUE: FRIDAY, DECEMBER 18, 2020 5:00 P.M.

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6000 J STREET

UNIVERSITY UNION, ROOM 3250

916-278-6784

WWW.ASI.CSUS.EDU

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Associated Students, Incorporated, (ASI) is committed to helping create an active and engaged campus community at Sacramento State. Each fiscal year ASI allocates funds, which are granted to those on-campus programs that are dedicated to our common goal of serving the students. The ASI Student Employment Grants are awarded through the annual ASI budget process. This call for applications will grant funding for the **2021-22 fiscal year**.

Historically, requests for funding have significantly exceeded the resources available. We anticipate the request for funding and grant budget to be similar to the prior year.

Funding **requested** for 2020-21 External Grants was \$ 1,196,242.

Funding **granted** for 2020-21 External Grants was \$ 315,500.

### **ELIGIBILITY:**

Applicants must be a University sponsored program or activity in good standing. Student clubs and organizations are not eligible for this grant. While the application is open to any project, initiative, or program, applicants that can demonstrate support of the budget funding principles listed on page 2 will be most competitive.

### **HOW TO APPLY:**

Complete the 2021-22 ASI Student Employment Grant application and submit on or before **Friday, December 18, 2020, at 5:00 p.m.** Applications will not be accepted after the deadline.

### **IMPORTANT NOTICES:**

Starting with the 2021-22 ASI Student Employment Grant application, all applicants will only be able to apply for funding for *student employment*. All other requests for funding will not be considered.

All applicants will be **REQUIRED** to obtain their assigned Sacramento State Vice President's signature approval, prior to being considered for funding. Please allow sufficient time to obtain the signature. **Applications submitted without this signature will not be considered.**

All funding recipients will be required to demonstrate via the **Final Year End Report** that a minimum of three efforts were made to support and promote ASI to the student body. Efforts may include distributing ASI information to students, coordinating with ASI Board Members to deliver ASI presentations to the program and/or students and promoting the ASI Student Government elections held in the spring each year. One of the three efforts must include promotion of the ASI Student Government election. Failure to report it or convey it in the Final End Year Report may result in ineligibility to receive future ASI Student Employment Grant funding. Program and/or departments shall include a photo of each effort to be included in Final Year End Report.

The ASI Student Employment Grant application specifies the requirements, timelines and principles used to aid in determining funding. The ASI Finance and Budget Committee reviews this information and makes a recommendation to the ASI Board of Directors for approval with the annual ASI budget in spring. If you have questions regarding the application, please contact Director of Finance and Administration Mark Montalvo at [montalvo@csus.edu](mailto:montalvo@csus.edu) or Daisy Yepez at [djy28@csus.edu](mailto:djy28@csus.edu).

# BUDGET FUNDING PRINCIPLES

All funding decisions will be made without regard to the viewpoint being expressed by an applicant. An applicant cannot be granted or denied funding on the basis of its viewpoint or because it advocates a particular opinion or view. Funding decisions will be based on procedures and criteria that are not tied to the viewpoint expressed by the applicant or the approval, disapproval, acceptance, or rejection of that viewpoint.

All individuals making funding decisions on behalf of ASI have agreed and warrant that they will comply with and abide by the requirement that decisions must be made in a viewpoint neutral manner. With respect to any funding decision, all of the individuals making the funding decision are responsible for ensuring compliance with the requirement of viewpoint neutrality.

ASI viewpoint neutral policy is included in the ASI Financial Policies found on the ASI website.

## BUDGETING POLICIES

1. Budget allocations will take into consideration the current fiscal constraints of the overall University Budget and the ASI Budget.

2. **Final Year End Report for Prior Year Funded Program.** Applicants that have received funding the prior year must have turned in their final program report by July 31, 2020 to the ASI Director of Finance and Administration Mark Montalvo at [montalvo@csus.edu](mailto:montalvo@csus.edu) and Daisy Yopez at [djy28@csus.edu](mailto:djy28@csus.edu) . **If the program report was not received, applicants may not be eligible to apply for the ASI Student Employment Grant for the 2021-2022 funding year.**

3. **Final Year End Reports** must demonstrate the minimum three efforts made to support and promote ASI to the student body. Efforts may include distributing ASI information to students, coordinating with ASI Board Members to deliver ASI presentations to the program and/or students and promoting the ASI Student Government elections held in the spring each year. One of the three efforts must include promotion of the ASI Student Government election. **If the program report is not received, applicants may not be eligible to apply for the ASI Student Employment Grant for the 2022-2023 funding year.**

4. Additionally, for grants awarded in the 2020-2021 funding year, the **Final Year End Report** submitted by funding recipients must also include the (1) University Payroll Detail Report and (2) the Financial Data Warehouse report (or appropriate payroll report if University affiliated auxiliary) to account for the student wages used during that fiscal year. **If the program report is not received, applicants may not be eligible to apply for the ASI Student Employment Grant for the 2022-2023 funding year.**

5. The ASI Student Employment Grant is not intended to be a long-term sole source of support. Programs that have received two (2) consecutive years of ASI funding will be expected to have significant funding from other sources, providing a realistic plan for long-term program support for self-sufficiency.

6. Programs that are granted ASI funding must provide acknowledgment of the source of funds by printing "Student Employment Supported by ASI" on all websites, social media, printed promotional material prepared for the program with the provided ASI funding logo. Program and/or departments shall include a photo of each effort to be included in Final Year End Report.

7. ASI funding will not fund student employment in support of faculty research.

8. Please note that starting with the fiscal year 2019-20 Grant application, all student assistant positions funded by the grant proceeds will no longer be employed by Associated Students, Inc. All student assistants will be employed by the University and/or University Affiliated Auxiliaries.

# ASI STUDENT EMPLOYMENT GRANT APPLICATION CHECKLIST

## THE APPLICATION SHOULD INCLUDE:

- Contact Information and Financial Summary
- Worksheet for Student Assistants

## **NO LATE PAGES OR ITEMS WILL BE ACCEPTED.**

- All items must be submitted electronically to [asi@csus.edu](mailto:asi@csus.edu) using an **official SacLink** account. Please save your document as a PDF. Print page 4 of the application and obtain the required signature or obtain an electronic signature. If a wet signature is obtained, please submit both documents in a PDF format using the following format for the title of your document: “2021-22 <<Program Name>> ASI Grant” and submit to [asi@csus.edu](mailto:asi@csus.edu) .
- The completed ASI Student Employment Grant application is due by Friday, December 18, 2020 by 5:00 p.m.

Questions concerning the packet or process should be directed to:

ASI, Director of Finance and Administration, Mark Montalvo at [montalvo@csus.edu](mailto:montalvo@csus.edu) or Daisy Yopez at [djy28@csus.edu](mailto:djy28@csus.edu).

# ASI STUDENT EMPLOYMENT GRANT APPLICATION

Name of Program: \_\_\_\_\_

Program Director: \_\_\_\_\_

Campus MAIL CODE: \_\_\_\_\_ Phone: \_\_\_\_\_

Program Director Email: \_\_\_\_\_

I hereby declare that under penalty of perjury, under the laws of the State of California, that all of the information contained within this application is true and accurate, and that I am the authorized individual to submit this request. I am aware that this request does not obligate Associated Students, Inc. to issue the grant funding, and that prior funding does not guarantee future funding. I understand that a substantial error is grounds for loss of the entire subsidy.

TOTAL ESTIMATED PROGRAM/DEPARTMENT REVENUE/BUDGET: \$ \_\_\_\_\_  
(Includes requested ASI Student Employment Grant revenue)

TOTAL ESTIMATED PROGRAM/DEPARTMENT EXPENSES: \$ \_\_\_\_\_  
(Includes requested ASI Student Employment Grant expenses)

TOTAL REQUESTED FROM ASSOCIATED STUDENTS, INC. \$ \_\_\_\_\_

Total from Page 5

What is the percentage of ASI funding (as compared to the overall revenue)? \_\_\_\_\_ %

Has this program/grant previously received ASI Student Employment Grant? Yes  No

If so, how many years has it been funded? \_\_\_\_\_

\_\_\_\_\_  
**Vice President Signature of Approval (mandatory)**

\_\_\_\_\_  
**Vice President Printed Name**

\_\_\_\_\_  
**Date**

**WORKSHEET FOR STUDENT ASSISTANT WAGES**

Fill out a separate line for each group of student assistants at a specific hourly rate. **Please note that in California the rate of minimum wage on 1/01/2022 will go from \$14.00 to \$15.00 per hour.**

POSITION TITLE	**UNIVERSITY /AUXILLARY CLASSIFICATION	# OF EMPLOYEES	\$ PER HOUR	HRS. PER WEEK	# OF WEEKS	TOTAL AMOUNT
Total Expenses for Student Assistant Wages						

Will any of the positions funded through this grant require work with, or contact with minors (not including Sac State students)?

Yes  No

If yes, please be aware that the position may require a background check and fingerprinting.

Will any of the work funded through this grant take place off-campus (i.e. away from Sacramento State)?

Yes  No

If yes, please be aware that grantee will need to disclose to the University addresses of all locations where the funded work will take place. Also note that none of the monies awarded by these grants for work may take place in a residential address.

Please refer to the University Student Employment Classification for student salary range descriptions.

All student assistant positions funded by grant proceeds will no longer be employed by Associated Students, Inc. All student assistants will be employed by the University and/or University affiliated Auxiliaries.