



2023-2024 ASI STUDENT EMPLOYMENT GRANT

DUE: FRIDAY, DECEMBER 2, 2022 5:00 P.M.

6000 J STREET

UNIVERSITY UNION, ROOM 3250

916-278-6784

WWW.ASI.CSUS.EDU

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 **2023-2024 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 2022-2023 Student Employment Grants was \$ \$1,508,805.

Funding **granted** for 2022-2023 Student Employment Grants was \$350,000.

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 2023-2024 ASI Student Employment Grant application and submit on or before **Friday, December 2, 2022, at 5:00 p.m.** Applications will not be accepted after the deadline.

IMPORTANT NOTICES:

Starting with the 2021-2022 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 elections. 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.

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 or 916-278-7917.

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, 2022 to the ASI Director of Finance and Administration Mark Montalvo at montalvo@csus.edu and Michael Eldridge at eldridge@csus.edu .

a. If the Final Year End program report was not received by the deadline, applicants may not be eligible to apply for the ASI Student Employment Grant for the 2023-2024 funding year at the discretion of the ASI Finance & Budget committee determination.

b. **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 elections. Grant recipient must complete the Final Year End Report template found on our ASI website (ASI Student Employment Grant Qualtrics Survey) no later than July 31 in the year funding is granted. Photos or screenshots of the efforts are encouraged.

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