



ASI 2020-21 EXTERNAL GRANT APPLICATION

DUE: DECEMBER 13, 2019 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 awarded to those on-campus programs that are dedicated to our common goal of serving the students. External Grants are awarded through the annual ASI budget process. This call for applications will grant awards for the **2020-21 fiscal year**.

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

Funding **requested** for 2019-20 External Grants was \$1,263,845.

Funding **awarded** for 2019-20 External Grants was \$325,610.

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 ASI 2020-21 External Grant Application and submit on or before **Friday, December 13, 2019, at 5:00 p.m.** Applications will not be accepted after the deadline.

IMPORTANT NOTICES:

Starting with the 2020-21 ASI External Grant Application, 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.**

Additionally, starting with the 2020-21 ASI External Grant Application, all applicants will be required to demonstrate via the Final Year End Report efforts made to support and promote ASI to the student body. Efforts may include co-marketing, distributing ASI information to students, or coordinating with ASI Board Members to deliver ASI presentations to the programs and/or students. Failure to report it or convey it in the Final End Year Report may result in ineligibility to receive future ASI External Grant funding.

The ASI External 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

The ASI Finance & Budget Committee will take the following budget funding principles into consideration when awarding programs funding for the next fiscal year. The Committee understands that requests will not necessarily meet all funding principles. These guidelines are designed to assist the individual(s) preparing requests to support the goals of ASI. These principles are of equal value. All External Grant funding allocations determinations are view point neutral.

The funding request must be responsive to one or more of the following budget funding principles and special consideration will be given to requests that reflect a greater number of these funding principles:

- A. Strategic Priorities. The program aligns with and strengthens the ASI Board's Strategic Priorities, found online at: <http://www.asi.csus.edu/student-government/board-of-directors/board-strategic-priorities/> .
- B. Quality of Monetary Usage. Funding is spent in a quality manner that benefits students and promotes sustainability efforts on campus.
- C. Number of Sacramento State students served will be taken into consideration.
- D. Outcome of Program. Program shows that it achieves all of its goals and mission.
- E. Promoting academic achievement, retention, professional development and/or career placement.
- F. Promoting diversity and strengthening campus cultural relations. Program works towards and achieves campus unification.
- G. Creating on-campus jobs for students.
- H. Supporting established programs which have existed for 3 years or more or a new program that shows promise.
- I. Level of Innovation. Ground breaking, radical, and completely original programming. An innovative pilot project is one that has been in existence for no more than two (2) years.
- J. Program efficiency. Show evidence of collaboration with other campus programs/services.

BUDGETING POLICIES

1. ASI External Grant support is expected to be used in an efficient and effective manner according to the grant recipient's stated purpose and grant budget funding principles.
2. Budget allocations will take into consideration the current fiscal constraints of the overall University Budget and the ASI Budget.
3. Applicants that have received funding the prior year must have turned in their final program report by July 31, 2019 to the ASI Director of Finance and Administration Mark Montalvo at montalvo@csus.edu . Final Year End Reports must demonstrate efforts made to support and promote ASI to the student body. Efforts may include co-marketing, distributing ASI information to students, or coordinating with ASI Board Members to deliver ASI presentations to the program and/or students. **If the program report is not received, applicants may not be eligible to apply for External Grants for the 2020-2021 funding year.**
4. For grants awarded in the 2019-2020 funding year, if part of the funding requested is to fund student assistant positions, the final report must also include the University Payroll Detail Report and the Financial Data Warehouse report to account for the student wages used during that fiscal year.
5. ASI External Grant support 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 serve more than the Sacramento State student body will be expected to use ASI funds to provide substantially lower fees to Sacramento State student participants while ensuring that faculty, staff and general public fees are self-supporting.
7. Programs that are granted ASI funding must provide acknowledgment of the source of funds by printing the ASI logo on all printed promotional material prepared for the program.
8. ASI funding will not support faculty stipends, faculty release time or faculty research.
9. Please note that starting with the fiscal year 2019-20 External Grants, 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.

ASI EXTERNAL GRANT APPLICATION CHECKLIST

THE APPLICATION SHOULD INCLUDE:

- Contact Information and Financial Summary
- Application Questions
- Schedule of Total Program Revenue
- Schedule of Total Program Expenses
- Schedule of Total Projected ASI Grant Expenses

Worksheet for Student Assistants (if applicable)

Worksheet for Travel Request (if applicable)

General Program Brochures or Information Material (if applicable)

NO LATE PAGES OR ITEMS WILL BE ACCEPTED.

- All items must be submitted electronically to asi@csus.edu using an **official SacLink** account. Please save your document as a PDF. Print page 5 of the application and obtain the required signature. Please submit both documents in a PDF format using the following format for the title of your document: “2020-21 <<Program Name>> ASI Grant” and submit to asi@csus.edu .
- The completed ASI External Grant Application is due by December 13, 2019 by 5:00 p.m.

Questions concerning the packet or process should be directed to:

ASI, Director of Finance and Administration, Mark Montalvo at 916-278-7917 or montalvo@csus.edu

ASI EXTERNAL GRANT APPLICATION

Name of Program: _____

Program Director: _____

Campus MAIL CODE: _____ **Phone:** _____

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 REVENUE/BUDGET: \$
(Includes requested ASI External Grant revenue)
Total from Page 8

TOTAL ESTIMATED PROGRAM EXPENSES: \$
(Includes requested ASI External Grant expenses)
Total from Page 9

TOTAL REQUESTED FROM ASSOCIATED STUDENTS, INC. \$
Total from Page 10

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

Has this program/grant previously received ASI External Grant Funding? Yes ☐ No ☐

If so, how many years has it been funded? _____

Vice President Signature of Approval (mandatory)

Vice President Printed Name

Date

APPLICATION QUESTIONS

- PLEASE COMPLETE THE FOLLOWING QUESTIONS WITHIN THE FORMATTED WINDOWS BELOW. EACH QUESTION MAY BE UP TO **1,500 CHARACTERS 12 FONT, TIMES NEW ROMAN**. SHOULD YOU WISH TO HAVE A COPY OF THE ENTIRETY OF YOUR RESPONSE FOR EACH QUESTION, PLEASE CREATE YOUR RESPONSES IN A WORD DOCUMENT AND COPY & PASTE INTO THE BOX BELOW.

1. State the mission of the program and identify program strengths and recent successes.

2. What were the significant challenges of the program during the previous fiscal year? What is the plan to overcome these challenges?

3. How will the ASI funding be used by the program to meet ASI's Budget Funding Principles (see page 2)?

4. Explain the program's long-term (3-5 years) funding plan. How much non-Associated Students' financial support does the plan include? If Associated Students' funds are not granted, how would that impact the program (specifically in terms of activities, services, etc.)?

5. State the number of Sacramento State students directly served by the program during **2018-19**.

6. State the number of Sacramento State students the program anticipates directly serving during the **2020-21** fiscal year.

7. Please provide any additional information that may be helpful to the Committee when making funding decisions.

SCHEDULE OF TOTAL PROGRAM REVENUE/BUDGET

This form is designed to represent the overall revenue/budget which supports your program. **List ALL current and projected sources of revenue/budget for the program including the Associated Students grant, any departmental support and off-campus support (e.g., college, department, in-kind, grants). Total revenue/budget should equal total expenses on the following page.**

SOURCE OF REVENUE/BUDGET	PRIOR FISCAL YEAR 2018-2019	CURRENT FISCAL YEAR 2019-2020	PROJECTED REVENUE/BUDGET 2020-2021
TOTALS			

SCHEDULE OF TOTAL PROGRAM EXPENSES

Describe the total expenses for the program including expenses funded by ASI External Grants, on-campus expenses, and off-campus expenses. Expenses should match total revenue/budget on the previous page.

EXPENSES	PRIOR FISCAL YEAR 2018-2019	CURRENT FISCAL YEAR 2019-2020	PROJECTED EXPENSES 2020-2021
OUTSIDE SERVICES (e.g., HONORARIA)			
STUDENT WAGES*(see note below)			
FOOD			
PROGRAM SUPPLIES			
MILEAGE REIMBURSEMENTS			
EQUIPMENT RENTAL			
PROMOTION			
PRINTING			
AWARDS			
TRAVEL (STUDENT ONLY)			
CONFERENCE REGISTRATION			
MEETING EXPENSE			
FACILITY MAINTENANCE			
POSTAGE			
COPYING			
OFFICE SUPPLIES			
DUES AND MEMBERSHIP			
TOTALS			

*STUDENT WAGES MUST INCLUDE ALL RELATED AND MANDATORY WAGE COSTS.

SCHEDULE OF TOTAL PROJECTED ASI GRANT EXPENSES

This form must include only the dollars requested from Associated Students.

***Priority Note:** Please identify the rank order for funding requested in the schedule below, starting with number one (1) as the highest priority. Not providing a priority ranking may affect your award amount.

Footnotes in Schedule:

(1.) Fill out Student Assistant Wages worksheet on Page 12.

(2.) Fill out travel worksheet on Page 13.

Expenses	*Priority	ASI Requested Expenses (Matches the Application FY 2018-2019)	ASI Funded Expenses FY 2018-2019	ASI Requested Expenses (Matches the Application) FY 2019-2020	ASI Funded Expenses FY 2019-2020	ASI Requested Expenses 2020-2021
OUTSIDE SERVICES (e.g., HONORARIA)						
STUDENT WAGES (1)						
FOOD						
PROGRAM SUPPLIES						
MILEAGE REIMBURSEMENTS						
EQUIPMENT RENTAL						
PROMOTION						
PRINTING						
AWARDS						
TRAVEL (STUDENTS ONLY) [2]						
CONFERENCE REGISTRATION						
MEETING EXPENSE						
FACILITY MAINTENANCE						
POSTAGE						
COPYING						
OFFICE SUPPLIES						
DUES AND MEMBERSHIP						
TOTALS						

SCHEDULE OF TOTAL PROJECTED ASI GRANT EXPENSES-NARRATIVE

Please provide a narrative budget justification, detailing each line item other than wages. (1,500 characters, 12 point font Times New Roman)

WORKSHEET FOR STUDENT ASSISTANT WAGES

Fill out a separate line for each group of student assistants at a specific hourly rate. Please note the change of minimum wage on 1/01/2021.

POSITION TITLE	**UNIVERSITY 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?

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.

Please note that starting with the fiscal year 2019-20 External Grants, 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.

WORKSHEET FOR TRAVEL REQUEST

ASI will pay for student travel only. Please complete for each separate travel event.

ANY FUNDED TRAVEL WILL REQUIRE SUBMISSION OF THE ASI “TRAVEL REQUEST FORM” AND STUDENT TRAVEL WAIVER FORM, WHEN APPLICABLE PRIOR TO TRAVEL.

PURPOSE OF TRIP	
TRAVEL DESTINATION	
TENTATIVE LENGTH OF TRIP	
# OF PERSONS TRAVELLING	
TOTAL NON-ASSOCIATED STUDENTS FUND REQUESTED	
TOTAL ASSOCIATED STUDENTS FUNDS REQUESTED	
TOTAL AMOUNT REQUESTED	

PURPOSE OF TRIP	
TRAVEL DESTINATION	
TENTATIVE LENGTH OF TRIP	
# OF PERSONS TRAVELLING	
TOTAL NON-ASSOCIATED STUDENTS FUND REQUESTED	
TOTAL ASSOCIATED STUDENTS FUNDS REQUESTED	
TOTAL AMOUNT REQUESTED	

Associated Students, Inc. (ASI) will be abiding by the travel ban set forth under California Government Code 1139.8, which was recently expanded by the California Attorney General’s Office. The travel ban now includes the following eleven states:

1. Alabama
2. Kansas
3. Kentucky
4. Mississippi
5. North Carolina
6. Oklahoma
7. South Dakota
8. Tennessee
9. Texas
10. South Carolina
11. Iowa

This will preclude Sacramento State students from utilizing ASI funds appropriated through ASI’s External Grant Funding to travel to the states listed above.