



ASI 2018-19 EXTERNAL GRANT APPLICATION

DUE: DECEMBER 8, 2017 5:00 P.M.

6000 J STREET

3RD FLOOR SEQUOIA HALL

916-278-6784

WWW.ASI.CSUS.EDU

Associated Students, Incorporated, (ASI) is committed to creating an active and engaged campus community at Sacramento State. Our goal of fostering student success and campus life can only be met through the combined efforts of various programs and organizations throughout campus. Each fiscal year ASI allocates funds, which are to be disbursed 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 application will grant awards for the **2018-19 fiscal year**.

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

Funding **requested** for 2017-18 External Grants was \$867,683.

Funding **awarded** for 2017-18 External Grants was \$395,857.

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 funding principles will be most competitive.

HOW TO APPLY:

Complete the ASI 2018-19 External Grant Application and submit on or before Friday, December 8, 2017, at 5:00 p.m. Applications will not be accepted after the deadline.

The ASI External Grant Application specifies the requirements, timelines and principles used to aid in determining funding. The ASI Finance and Budget Committee use this information to make a recommendation to the ASI Board of Directors and are approved with the annual ASI budget in late spring. Please be sure that all questions are answered completely and accurately. If you have questions regarding the application, please contact Director of Finance and Administration Mark Montalvo at montalvo@csus.edu or 278-7917.

BUDGET FUNDING PRINCIPLES

The ASI, Finance & Budget Committee will take the following principles into consideration when selecting programs to be considered for 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 Associated Students, Inc. These principles are of equal value.

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

A. Promoting academic achievement, retention, professional development and career placement.

B. Promoting educational and/or social programs, events and activities that enhance campus life and cross-cultural unity.

C. Creating on-campus jobs for students.

D. Supporting established programs which have existed for 3 years or more.

E. Show evidence of collaboration with other campus programs/services.

2. Innovative pilot projects will be given special consideration (an innovative pilot project is a program which has been in existence no more than two (2) years).

BUDGETING POLICIES

The following are on-going practices that the Committee will be mindful of when making their External Grant recommendations for the overall annual ASI budget.

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 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, 2017 to the ASI Director of Finance and Administration Mark Montalvo at montalvo@csus.edu . **If the program report was not received, applicants may not be eligible to apply for External Grants for the 2018-2019 funding year.**
4. 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.
5. Programs that serve more than the student body will be expected to use Associated Students' funds to provide substantially lower fees to student participants while ensuring that faculty, staff and general public fees are self-supporting.
6. Programs that are granted ASI funding must provide acknowledgment of the source of funds and the ASI logo on all printed promotional material prepared for the program.
7. ASI funding will not support stipends, faculty release time or faculty research.

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 submit in PDF format if possible. Please name the file in the following format: "2018-19 <<Program Name>> ASI Grant" and submit to asi@csus.edu.
- The completed ASI External Grant Application is due by December 8, 2017 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 is true and accurate, and that I am the authorized individual to submit this request. I am aware that this request does not obligate the Associated Students, Inc. to 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: \$
(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

APPLICATION QUESTIONS

- PLEASE COMPLETE THE FOLLOWING QUESTIONS WITHIN THE FORMATTED WINDOWS BELOW. EACH QUESTION MAY BE UP TO ONE PAGE, 12 FONT, TIMES NEW ROMAN NOT TO EXCEED 3,250 CHARACTERS. 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. If your program serves a similar purpose as another on campus program, what makes your program unique?

 2. In light of the program's mission, what were the significant successes/challenges of the program during the previous fiscal year? If there were challenges, what is the plan to overcome these challenges?

 3.
 - a. How will funds be used by the program to meet Associated Students' Budget Funding Principles (see page 2)

 - b. If the program has been previously awarded External Grant funds and you are requesting an increase in funding, explain what accounts for the increase?

SCHEDULE OF TOTAL PROJECTED ASI GRANT EXPENSES

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

Footnotes in Schedule:

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

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

*Priority Note: Please identify the rank order for funding requested in the schedule below, starting with number one (1) as the highest priority.

Expenses	*Priority	ASI Requested Expenses (Matches the Application FY 2016-2017)	ASI Funded Expenses FY 2016-2017	ASI Requested Expenses (Matches the Application) FY 2017-2018	ASI Funded Expenses FY 2017-2018	ASI Projected Expenses 2018-2019
OUTSIDE SERVICES (e.g., HONORARIA)						
STUDENT WAGES (1)						
BENEFITS/TAXES FICA						
BENEFITS/TAXES WORKERS COMP.						
FOOD						
PROGRAM SUPPLIES						
MILEAGE REIMBURSEMENTS						
EQUIPMENT RENTAL						
PROMOTION						
PRINTING						
AWARDS						
TRAVEL (STUDENTS ONLY) [2]						
CONFERENCE REGISTRATION						
MEETING EXPENSE						
FACILITY MAINTENANCE						
PHONE						
POSTAGE						
COPYING						
OFFICE SUPPLIES						
DUES AND MEMBERSHIP						
SUBSCRIPTIONS						
TOTALS						

SCHEDULE OF TOTAL PROJECTED ASI GRANT EXPENSES-NARRATIVE

Please provide a narrative budget justification, not to exceed two pages, detailing each line item other than wages, benefits and taxes.

WORKSHEET FOR STUDENT ASSISTANT WAGES

Fill out a separate line for each group of student assistants at a specific hourly rate.

POSITION TITLE	**ASI CLASSIFICATION	# OF EMPLOYEES	\$ PER HOUR	HRS. PER WEEK	# OF WEEKS	TOTAL AMOUNT
5. Subtotal						
6. Payroll Taxes (7.65% of Row 5)						
7. Workers Compensation (Contact ASI HR Manager at 916.278.3690)						
8. Total for Student Assistants (sum of lines 5-7)						

****ASI Student Employment Classifications for External Grant Programs**

7/01/2018-12/31/2018

Range A – Entry Level \$11.00 - \$11.49 per hour
 Range B – Intermediate Level \$11.50 - \$12.99 per hour
 Range C – Experience Level \$13.00 - \$15.00 per hour

1/01/2019-06/30/2019

Range A – Entry Level \$12.00 - \$12.49 per hour
 Range B – Intermediate Level \$12.50 - \$13.99 per hour
 Range C – Experience Level \$14.00 - \$16.00 per hour

RANGE DESCRIPTION

Range A – Entry level position requiring no previous experience or specific skills, may require entry-level computer knowledge (i.e. Word, Excel), works under direct supervision, training is provided, limited scope of responsibility. Typical tasks may include but aren't limited to: general receptionist/customer service duties, answer questions, answer phones, direct calls, cashiering, general clerical tasks such as copying, filing, data entry.

Range B – Intermediate level position requiring at least six months previous experience and some specific job skills may require intermediate computer knowledge (i.e. Word, Excel), works under more general supervision, and broader scope of responsibility which may require independent judgment. Typical tasks may include but aren't limited to: driving cart with passengers, more advanced clerical tasks that require typing proficiency.

Range C – Experienced level position requiring at least one year previous experience and special skills, may require advanced computer knowledge (i.e. Word, Excel) as well as other specialized software (i.e. InDesign, database software), work with minimal supervision, broad scope of responsibility requiring use independent judgment, may work with confidential data, may supervise other student employees, volunteers or participants, may require graduate student status or a minimum number of units in a particular area of study; performs more technical complex tasks or projects, may assume leadership role in the absence of the supervisor. Typical tasks may include but aren't limited to mentoring/tutoring, complex data entry and analysis, create reports, coordinate program services/events.

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 eight states:

1. Alabama
2. Kansas
3. Kentucky
4. Mississippi
5. North Carolina
6. South Dakota
7. Tennessee
8. Texas

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