

COLLEGE 9 and COLLEGE 10 Student Project Funds, 2018-2019

Eligibility Guidelines

There is a very modest quarterly fund to support undergraduate student projects this year. Assistance will be considered in the following areas:

- 1) academic research;
- 2) creative initiatives;
- 3) artistic endeavors;
- 4) public events of benefit to one or more colleges or to the campus community.

Both individual and collective efforts are encouraged. Funding for individual projects can be matching, partial, or full, depending on merit, funds available, and other funding sources. Proposals will be accepted only from registered undergraduate students, and will be judged competitively in terms of merit. In making awards, efforts will be made to maximize the number of students who may benefit from these limited funds. Additionally, the extent to which a project will benefit a college or the University community will be considered. *Student Project Funds for registered student organizations projects should be directed to Core Council Funding through Student Organization Advising and Resources.* **If you have any questions regarding the process or your proposal, contact your college office.**

ELIGIBILITY GUIDELINES

1. The applicant must be a registered undergraduate student when the proposal is submitted and during the time the funds will be used. Student receiving funds for summer projects do not have to be registered for Summer Session but must register for the following fall or winter quarter.
2. The funds will not subsidize Education Abroad Programs, class enrollment fees, salaries, or personal living expenses.
3. Funds may not be used to purchase media, camera, or computer equipment.
4. Transportation expenses are given the lowest priority except as outlined in item 9.
5. Senior theses will be considered for funding only if support has been requested from appropriate Departments or Divisions, and only if appropriate statements from them are provided.
6. No project may receive support more than once from this funding source. The funds cannot subsidize ongoing projects or recurring or annual events.
7. The applicant must be able to demonstrate the technical ability to carry out the project successfully and according to schedule.
8. Obtain a signature of support on the Application Form from a relevant UCSC faculty adviser (or staff advisor when appropriate).
9. Expenses to attend conferences, seminars, workshops, etc. are provided *only* if the student has a paper accepted for presentation, and with relevant UCSC faculty member's endorsement.
10. Funds requested for projects that have been completed will not be considered.
11. Funding for gifts and mementos, including recognition or award plaques will not be approved. Low priority will be given to costly food budget items, particularly if the food is being given away, as opposed to being sold. The nature of programs and the importance that food has in the overall success of a given event or project will be considered. In addition, funds will not be provided for monetary gifts to be turned over to another source. The sponsor of a project must apply for funds directly. If an event is to be co-sponsored, a proposal may be co-authored.
12. Requests for funding where the proposed activity or product is intended primarily to serve an ethnic audience, or projects intended to celebrate or illuminate ethnic groups or cultures, should be directed to Ethnic Programming. For projects that benefit the non-university community, proposals should be directed to the Community Service Projects Fund. Partial funding by multiple funding sources may be appropriate where part of a project fits these guidelines.

COLLEGE 9 and COLLEGE 10 Student Project Funds, 2017-2018 Application Guidelines

1. All proposals must use the Application Summary Form as a cover sheet. (Form follows these guidelines.)
2. The proposal must include the checklist on the second page of the Application Form.
3. Abstract - Accompany the body of your proposal with a brief summary of your project.
4. Narrative
 - a. The narrative description of the project must be typewritten, double spaced, and limited to three pages.
 - b. Include the following sections:
 - i. Background or need for the project. What needs to be done and why?
 - ii. Objective(s). What are the proposed outcomes of the project (usually in response to the need statement)?
 - iii. Procedures. How the objectives will be met; the design of the project. Who, Where, How, and When - be specific.
 - iv. Personal qualifications. Demonstrate that you have the technical ability or background to carry out the project.
 - v. Dissemination of results. Who benefits or is affected? How?
5. Budget: All proposals must include a complete, itemized budget - preferably with price quotes from specific vendors.

Proposals will be evaluated for funding three times during the academic year.

| | DEADLINES | FUNDS AVAILABLE |
|--------|--------------------|---------------------|
| Fall | October 19th, 2018 | November 2nd 2017, |
| Winter | February 1st, 2019 | February 15th, 2019 |
| Spring | April 19th, 2019 | May 3th, 2019 |

It may take a few weeks from each deadline until the funding decision is made, so plan accordingly. You will be notified at the email you include on the Application Form.

Funds will be distributed in a manner in keeping with University accounting policies and procedures, and not in the form of a check to the student receiving the award. Award letters will indicate whom to contact regarding your funds. Funds will be dispensed in accordance with the budget presented in your proposal and in accordance with any stipulations in your award letter. Once an award has been made, this budget may not be altered without approval from the funding source. These funds lapse at the end of the current fiscal year (June 30, 2018) unless special arrangements are made with the person administering your award before June 1, 2018.

In preparing your proposal, remember the four Cs:

Be Clear Writing is easily read and understood.

Be Concise The argument is straightforward, clean, free from jargon.

Be Consistent The writing style is smooth and uniform.

Be Convincing The reader is affected in a positive way.

Keep a copy of your proposal for your own records.

7 C @ @ ; 9 B - B 9 5 B 8 7 C @ @ ; 9 % \$ G H I 8 9 B H D F C > 9 7 H : I B 8 G

APPLICATION SUMMARY

This cover sheet is required for all applications.

Instructions:

1. This form must be typed or neatly printed.
2. Do not say "See Attached." At least a summary of the answer is required.
3. Include the checklist (second page of the form).
4. Submit two copies of the form including the cover sheet
5. Submit College 9/College 10 Advising Office before 4:00 PM on or before the quarterly deadline.
6. Keep a copy of your complete proposal for your records.

Applicant's Name:

Student ID#

College

This is a group application? Yes No

fz m Yg l d Y U g Y U H U W U g h c Z H Y b U a Y g U b X W c Y Y U Z J U H c b g c Z g h X Y b h g j b n c i f [f c i d l c h Y U d d] W U H c b L

Applicant's Phone:

Complete Local Mailing Address

UCSC Email:

(Award letter will be sent to your UCSC email address.)

Project Title:

Project Category:

Brief Abstract: Include how this project will benefit your college (500 character limit)

: U W h m c f G H U Z 5 X j j g c f 5 d d f c j U .

Signature

Print Name

Date

Total Budget for this project \$

Amount requested from Student Project Fund \$

Funds requested/received from other sources*

\$ from

\$ from

\$ from

\$ from

*If no other funding has been received, please explain what efforts have been made to obtain other funding.

Are you willing to release your proposal and the results of your proposal as sample material for others writing proposals? Yes No

Applications should be submitted to the Assistant to the College Administrative Officer, Laura Wilson, Colleges 9 & 10 Admin Office, 217 Social Sciences 1. latawils@ucsc.edu

7 C @ @ ; 9 B - B 9 5 B 8 7 C @ @ ; 9 % \$ G H I 8 9 B H ' D F C > 9 7 H : I B 8 G '
APPLICATION CHECK LIST

Include a copy of this check list with your application.

Please check each of the following items to be sure your proposal is in compliance with the guidelines.

MYg' Bc'

1. Are you an undergraduate student?
2. Are you a currently registered student and will you continue to be when funds are used?
3. Is this project sponsored and/or planned by a student organization?
4. Has this project been previously funded by this funding source?
5. Is this project an ongoing/annual event or project?
6. Has this project been completed?
7. Is the proposal for an Education Abroad Program or any other formal extramural education program?
8. Is a complete itemized budget included?
9. Is the proposal a request for class enrollment fees or class project?
10. Does the budget proposal include payment of salaries?
11. Is the proposal for personal living expenses?
12. Is the proposal for your travel in connection with a paper or presentation?
13. Is the travel in connection with some other activity?
14. Is the signature of support included on the Application Form?
15. Is this your thesis project? Has relevant Department/Division been consulted for funding? (Please attach Department statement.)
Enter your Academic Dept.
16. Has the typed Application Summary form been used as the cover sheet of the proposal?
17. Have you submitted two copies of the proposal?
18. Have you reviewed this proposal with anyone? Who?

Applicant's Signature

Date