

**Project Funding Application**

**Summary**

This funding source is designed to provide opportunities for undergraduate students, graduate students, staff, faculty, alumni, and retirees/emeriti to extend their service efforts to include more participants and/or more projects through additional funding. While proposals for new events will be considered, funds are designed for enhancement of existing projects. Proposals will be evaluated on the following: (1) comprehensiveness of plans for event coordination and promotion; (2) potential for high levels of community impact; (3) clarity of goals and objectives, learning outcome incorporation; and (4) plans for post-event collection of success metrics, learning outcome assessments, and testimonials. Please complete this form in its entirety and submit supplemental information where available.

**General Guidelines**

1. Programs must utilize volunteer assistance from the UCI campus community (e.g., students, faculty, staff, alumni, and retirees/emeriti) to benefit an external, community-based organization. Events that occur on-campus will be funded only if (1) an off-site community group directly benefits from the service and/or (2) there is a service learning component.
2. Item drives or philanthropy/fundraising events will not be considered for this funding source unless they are supplemental to a community service and/or educational program.
3. Due to the fact that 50th anniversary funds will not be available in future years, funding should enhance an existing volunteer program and not establish a new program or replace funds currently being issued to an event. As such, proposals are expected to include information on additional funding sources and grants that are supporting the event. Exceptions to this guideline will be considered on a case-by-case basis.
4. Proposals must present the entire budget (even if it is over the maximum amount awarded) and any supplemental material from previous years (prior budgets, photos, attendance records, event evaluations, etc.).
5. Operating and/or any on-going general expenses of an organization will not be funded.

**Funding Rules**

1. Funding requests may not exceed $3,000.
2. The program/project must benefit a qualified 501(c)3 community-based organization within Orange County.
3. Funds will not be allocated to:
	1. Political candidates, campaigns or committees;
	2. Programs conducting religious services, including but not limited to ceremonies, rituals, sermons or missionary efforts; or
	3. Activities that directly benefit internal UCI organizations with no external connection, such as regular meetings, banquets, and merchandise.
4. Receipts for each funded program/project must be submitted to the ASUCI Club Accounts office within 30 days of the event.
5. All UCI participants must submit a [UCI waiver](http://www.ucop.edu/risk-services/_files/waiver-voluntary.pdf) before participating in an off-campus event (on-campus events do not require waivers). Waivers must be retained by a UCI office after the event.
6. Project must be listed on the [Get Connected](http://uci.galaxydigital.com/) website.
7. Upon conclusion of the program or project, a completed Program Evaluation Form, complete with photographs, press release, digital advertising materials and testimonials. Program/project documentation must be submitted prior to payment of funds. Failure to submit documentation may result in forfeiture of funds.

**Funding Process**

1. The campus-wide Fifty for 50 sub-committee will on funding review all submissions. Date information may be found the [50th anniversary website](http://50th.uci.edu/volunteer/).
2. Retroactive funding (i.e., funding allocated after the event date) will only be considered for the first review date.
3. Please submit a complete application at least five business days prior to the committee meeting to be considered at that meeting.
4. Applicants may be called in for an interview if further information about the event is needed.
5. Discretion for the awarding of grants is with the 50 for 50 Committee. A simple majority vote of members present at the meeting will determine awards.
6. Committee members directly affiliated with or supervising an applicant organization may not vote.
7. Decisions of awards will be issued within seven business days of the proposal review date.

**Project Details**

Organization/Department name:

Organizations: Registered campus organization?[ ] YES[ ]  NO

 Affiliation (Faculty, Staff, Alumni, Retiree/Emeriti, other):

Co-sponsors (if applicable):

Event/Project Name:

Contact Name: First:       Last:

E-mail:

Phone:

Event/Project Date: Click here to enter a date.

Time:

Location:

Is the event or project listed on the [Get Connected](http://uci.galaxydigital.com/) website?\*[ ] YES [ ]  NO

Estimated UCI Attendance:

Estimated Non-UCI Attendance:

Event/Activity Description:

Is this an annual event? [ ] YES [ ]  NO

Is this a first-time event? [ ] YES [ ]  NO

If you answered “NO” to the previous question, please note how many years your group has produced this event:

What are your goals for the event? How will this funding assist you in achievement of these goals? How will you assess whether or not you achieved them?

Briefly describe your advertising/marketing plans to ensure successful volunteer and event turnout, as well as media/advertising plan to promote and document UCI’s service mission, the Fifty for 50 program, and the volunteer event itself.

Learning Outcome Statement: What do you hope your participants gain from participating in the event? How will you assess the learning outcome(s) [e.g., a post-event survey on eee.uci.edu, a Google form, survey monkey, etc.]?

**Supporting Documentation**

Please present your entire line item budget below (note: you may instead elect to attach a separate budget document).

*Please include any costs associated with Room Reservation/Set-up/Conference fees, Rentals/transportation/fuel, AV equipment, Food/catering dining, Décor, Performance fees, Speaker fees, Equipment, Facilities fees, Flyers/publicity/posters, Travel, Printing/programs, and event supplies.*

**Item name and description of how it will be used Amount**

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Total cost of the program:

Total amount requested from the Fifty for 50 Project Funding Application:

How will these dollars expand your event outreach or impact? (Include measurable objectives):

Are you receiving financial support from other campus departments or outside entities? If so, how much, and/or for which items?

Are you using your own organizational/departmental funds for this event? If so, how much, and/or for which items?

Is there anything else you would like to share about this event?

**Supporting Documentation**

*Please check all items that will accompany your application.*

[ ]  Line item budget

[ ]  Photo(s)

[ ]  Press release

[ ]  Media advisory

[ ]  News article(s)

[ ]  Prior year attendance records

[ ]  Event evaluations

[ ]  Learning outcome summaries

[ ]  Other/additional (Please list):

Please e-mail this form and all supplemental materials to Sandy Jones at sandy@uci.edu at least five business days prior to meeting date.