STUDENT ORGANIZATION GRANTS

BACKGROUND AND PURPOSE

The Associated Students, Incorporated (ASI) provides a wide variety of programs and services to enhance the educational experiences of its members, the students of CSULB. ASI is committed to the development and preservation of a vibrant student community and believes firmly that student clubs and organization play a vital role in that effort. ASI's Policy on Student Organization Grants is intended to provide guidance for the allocation of funds to student organizations for the production of events and activities that benefit the student body.

POLICY STATEMENT

It is the policy of the ASI to award grants to student organizations for the production of events and activities that meet the needs and interests of the student body. Funding for these grants is provided in part by the mandatory Associated Students fee paid by all students at the time of registration.

DEFINITIONS

For purposes of this policy, the terms used are defined as follows:

Term	Definition
Abeyance	A state of temporary inactivity. A grant award held in "abeyance" means that related accounts are frozen and no further transactions may be conducted until a specific condition is met.
Allotment	The portion of a budgetary appropriation that is to be encumbered or expended during a specific period
Community Relations Activity	Programs conducted primarily for promoting an organization or its individual members to parties outside of the campus community.
Grant	An award of financial assistance provided to a student organization for use with a specific activity in which substantial involvement between the ASI and the grant recipient is not anticipated.
Viewpoint neutral funding	A process whereby funding decisions cannot be based on a student organization's point of view
Intercollegiate academic competition	A formal competition between representatives of two or more institutions of higher education in which a student organization or members thereof serve as official representatives of CSULB and compete on its behalf

STANDARDS AND PROCEDURES

1.0   ELIGIBLE ORGANIZATIONS

All university recognized student organizations that are currently registered and not on probation are eligible for grants. Persons completing and submitting grant applications must be currently enrolled students and must be registered with the Office of Student Life and Development as officers of the organizations they represent. Persons must have attended the appropriate workshops or training prior to submitting grant applications. All applicants must meet the university's academic eligibility qualifications for student office holders (refer to Campus Regulations).

2.0   VIEWPOINT NEUTRALITY

At times student organizations may seek funding for programs and events that involve expressive activities, including but not limited to speeches, expression of ideas, or viewpoints on issues of public concern. ASI funding decisions will not be based on a student organization's point of view. An organization must not be denied funding simply because its program or event involves expressive speech, or because it advocates a particular opinion, no matter how deplorable or unusual. Rather, a viewpoint neutral process will be used for evaluating funding proposals and will only consider factors that are NOT tied to viewpoint such as fiscal responsibility and level of services provided.

Nonetheless, viewpoint neutrality does not mean that funding levels must be equal for all organizations. Different groups may be funded at different levels because different organizations require different amounts of money to function effectively on campus.

2.1   VIEWPOINT NEUTRAL PROCESS

To ensure the funding process is viewpoint neutral, the following set of basic criteria has been adopted to guide funding decisions:

- The student organization must present a detailed plan about the activity for which it is seeking support
- The student organization must provide a coherent and complete budget plan for the activity for which it is seeking support
- The student organization's activity must be open to all students
- The student organization must attend its grant hearing

2.1.1   EXAMPLES OF QUALIFYING PROGRAMS

Events and activities that seek to accomplish the following objectives have been deemed to contribute to ASI's mission and are examples of the types of programs ASI seeks to fund:

- Programs that promote an awareness and understanding of the ideas, customs, arts, languages, and social contributions of specific cultures
- Programs that aid in the retention and graduation of currently enrolled CSULB students
- Programs that provide students with opportunities for on-campus social interaction
- Programs that promote discussion or debate of public issues

- Programs that promote academic performance and excellence
- Programs that supplement or enhance academic preparation or development
- Programs that promote students' health and welfare
- Programs that promote or sponsor public service to the surrounding community
- Programs that develop professional, or career-related skills, including those that develop social and business etiquette

2.2   FUNDING PROCESS

To ensure a viewpoint neutral process, the Business and Finance Committee shall adopt the following practices:

- All hearings regarding a group's request for funding will be documented in the minutes of the Business and Finance Committee
- The Business and Finance Committee's funding decisions shall be based on how well the student organization met the above criteria and not on the group and/or activity's viewpoint or opinions
- All student organizations have the right to appeal the funding decisions of the Business and Finance Committee to the ASI Senate at the meeting during which the Business and Finance Committee minutes are approved
- All grant requests of $5,000 or more are required to go through two readings by the Business and Finance Committee before final approval

2.3   EXTERNAL FUNDING REQUIREMENT

ASI asserts that the intent of awarding these grants is to assist student organizations in their programming efforts and not to be the sole source of financial support for student organization activities. In order for a program to be eligible for funding, the student organization shall be required to demonstrate that it is generating funds from other sources to support *at least* 30% of the total cost for the event or activity. Organizations are expected to fundraise as much as possible.

3.0   APPLICATIONS FOR FUNDING

Applications for the funding of Student Organization Grants will be made available and accepted during the spring semester preceding the fiscal year in which the programs will take place. Student organizations must submit one application for each program for which funding is requested. The ASI Vice President of Finance shall establish the schedule for submitting, reviewing, and awarding Student Organization Grants no later than the third week of the spring semester. All applications must be received in the ASI Government Office (USU-311) by the date specified by the Vice President of Finance. Applications submitted after this deadline will not be eligible for funding consideration until the first Business and Finance Committee meeting of the new fiscal year.

3.1   COLLEGE COUNCIL ALLOCATION PROCESS

College Councils have been delegated authority by the Business and Finance Committee to review and evaluate the grant applications submitted by their respective member organizations and to determine the amount of funds to allocate to each of them. As a condition for being delegated this authority, each College Council must meet the following requirements:

- Councils must have constitutions or bylaws that provide voting rights in which each member organization receives one and only one vote.
- Councils must make persistent efforts to notify each departmental association and other member organizations of the commencement of this grant application process.
- Councils can provide a written request to the ASI Vice President of Finance to withhold funding from a particular organization because that organization has failed to comply with the Council's good standing requirements. All such decisions will be made by the Business and Finance Committee.
- Councils can deny the participation of an organization in the allocation process because the organization failed to meet the good standing requirements set forth under the constitution of the Council. **Notification of such denial must be provided to the ASI Vice President of Finance no later than the date specified by that officer.**
- Any organization that has been denied participation or had its funding withheld may appeal the Council's decision to the Business and Finance Committee before a final decision is made.
- Councils must establish and diligently observe deadlines by which grant applications from member organizations must be submitted.
- Each Council's deliberation process must provide an opportunity for member organizations to present and defend their grant applications to the Council.
- Councils must maintain records of their budget deliberations and record their allocations using the "College Council Allocation Summary" form.
- Councils must make special efforts to ensure that the needs and interests of graduate students are addressed by at least some of the programs funded through this process.
- Councils must submit the completed College Council Allocation Summary and all grant applications for their respective colleges to the ASI Government Office by the date and time annually specified by the ASI Vice President of Finance.
- College Council Allocations are subject to the approval of the Business and Finance Committee.

3.2   CLUB SPORTS ALLOCATION PROCESS

The Director of Student Life and Development has been delegated authority by the Business and Finance Committee to review and evaluate the funding requests submitted by the respective clubs and to determine the amount of funds to allocate to each of them. This determination will be forwarded to the ASI Government Office by the date and time annually specified by the ASI Vice President of Finance. Allocation summaries must be forwarded to the Business and Finance Committee where they are subject to final approval. The total amount of funds allocated to Club Sports is determined by the ASI Senate in its annual spring budget approval process.

3.2.1   CLUB SPORTS USE OF FUNDS

Unlike program-specific grants, Club Sports are funded on an annual basis for activity, practice, competition, and some general operating costs. However, the Club Sports teams must follow the purchasing guidelines outlined in Section 5 of the Policy on Student Organization Grants.

3.3 CULTURAL GRADUATION CELEBRATIONS

The Director of Student Life and Development has been delegated authority by the Business and Finance Committee to review and evaluate the funding requests submitted by the respective clubs and to determine the

amount of funds to allocate to each of them. This determination will be forwarded to the ASI Government Office by the date and time annually specified by the ASI Vice President of Finance. Allocation summaries must be forwarded to the Business and Finance Committee where they are subject to final approval. The total amount of funds allocated to Cultural Graduation Celebrations is determined by the ASI Senate in its annual spring budget approval process.

3.4 CURRENT YEAR UNALLOCATED FUND

During the course of its annual budget preparation, ASI sets aside a sum of money referred to as the Current Year Unallocated Fund (CYUF) that can be used for funding grant requests submitted during the current budget year. Priority for funding will be given to grant requests for **new** programs.

Applications for funding from the CYUF must be submitted no later than three weeks before the date of the program or event for which funding is being requested. Furthermore, the Business and Finance Committee will not accept requests for programs that have already taken place. Funding requests must be submitted using the Grant Application form.

Applications for funding from the CYUF will be capped at $3,000.

4.0 GRANT EVALUATION CRITERIA

All grant applications will be evaluated against a set of criteria developed by the ASI Vice President of Finance in consultation with the Business and Finance Committee. Each application is evaluated against these criteria to create a baseline funding amount for the Business and Finance Committee's reference.

Although the particular evaluation rubric may change from year to year, the following criteria shall be included in this annual review process.

- Organizations must submit a program or event budget, and where applicable, cost estimates or proposals for specific services, speakers, or supplies.
- Organizations must demonstrate how their program or event will be carried out using sustainable practices.
- Programs or events must be accessible to all students regardless of ability status.
- Program or event applications must include external revenue sources of at least 30% of the overall budget.
- Programs or events may not be required to meet an academic or instructional requirement.
- The primary beneficiary of any program or event must be CSULB students.
- The program or event budget must not include the purchase of gifts, awards, or supplies for organization members of participants.

5.0 USE OF GRANT FUNDS

ASI funded organizations may receive money from their ASI grants only with the approval of the ASI Business Office. Purchases will only be allowed if they are clearly related to an approved grant.

5.1 AUTHORITY FOR PURCHASING

Purchases of goods or services are authorized only when written on a purchase order or contract form issued by the Business Office and signed by the ASI Executive Director or designee. A student organization representative is not authorized to act as an agent of ASI in any way that would commit the assets or funds of ASI. Businesses or individuals who accept verbal or other unauthorized orders for purchases do so at their own risk and will be instructed to pursue the student organization representative personally for payment of goods or services received.

5.2 PERMISSIBLE PURCHASES

Student organization grants shall only be used for the following types of purchases. Limitations on purchases shall be enforced pursuant to the Maximum Allowable Subsidy limits in effect at the time of purchase. ASI strongly encourages student organizations to utilize electronic marketing and advertising methods, and may particularly scrutinize applications that request funding for printed marketing and advertising.

1. **Advertising:** The design and production of flyers/e-flyers, newspaper ads, web ads, posters, handbills, etc. that are produced for the purpose of publicizing the date, time, and location of an upcoming event.
2. **Printed Materials**: Handouts, outlines, programs, brochures, etc. that are provided to participants or attendees as part of an event. Whenever possible and in order to promote sustainability and the support of CSULB students, organizations should use on-campus printing options.

   ASI grants cannot be used to pay for the reproduction of any printed material that would constitute copyright infringement.

3. **Program Supplies**: Miscellaneous materials that are instrumental to producing the program provided ASI considers it essential and necessary to the program's success.
4. **Refreshments**: Food, non-alcoholic beverages, and disposable serving supplies provided to participants of an ASI-funded event or activity. Refreshment expenses may not constitute more than 15% of the total program expense. Student organizations shall follow the Policy on Hospitality, Section 7.0 "Payment or Reimbursement Procedures" to use their grant award for refreshments.
5. **Equipment Rental**: Amounts paid for the rental of equipment used in connection with a funded event or activity.
6. **Facility Rental**: Fees paid for the use of campus facilities. With the exception of venues for Recreational Sport activities, off-campus facility rentals are not allowable.
7. **Contracts**: Formal agreements made with individuals or organizations to compensate them for performing services connected with a funded event or activity including agreements with guest speakers, performing artists, facilitators, trainers, coaches, and masters of ceremonies.

All materials and supplies purchased with ASI grants must remain the property of the student organization for future use. ASI grants cannot be used to purchase items that will become the personal property of individuals.

5.3 PROHIBITED PURCHASES

Purchases that cannot be made with ASI grants include but are not limited to the following:

1. **Scholarships/Awards**: ASI grants cannot be used to pay for awards or scholarships.

2. **Copyright Infringement**: ASI grants cannot be used to pay for the reproduction of any material, printed or otherwise, that would constitute copyright infringement.

3. **Office Maintenance**: ASI grants cannot be used for the purchase of office supplies or for maintaining an office space, including payment of phone bills, postage, or any other operating expense of a student organization.

4. **Transportation:** ASI grants cannot be used to pay for transportation expenses, unless awarded as a grant for an intercollegiate academic or Club Sport athletic competition. In such cases, funding for transportation expenses will be limited to the cost of travel from Long Beach to the destination site and back. Funding for travel by motor vehicles will be limited to the standard IRS mileage rates for the use of a personal automobile. Daily ground transportation will not be funded by ASI. All students engaged in ASI-funded travel must complete and submit to the A.S. Business Office an EO-1051 Waiver of Liability form PRIOR to engaging in travel. Failure to submit the completed form will result in the disqualification of a student from receiving any payment or reimbursement of their travel expenses.

5. **Lodging:** ASI grants cannot be used to pay for lodging expenses unless awarded as a grant for intercollegiate academic or Club Sport athletic competition. In such cases funding for lodging expenses will be limited to $150 per room per night.

6. **Conference Registration Fees:** ASI grants cannot be used to pay for conference registration fees in excess of $75 per person up to a maximum of ten people.

7. **Tips/Gratuities**: ASI grants cannot be used to pay for tips or gratuities.

8. **Banquets/Luncheons**: ASI grants cannot be used for any expense related to a student organization's banquet or luncheon.

9. **Community Relations Activities**: ASI grants cannot be used to pay for Community Relations Activities and/or materials, including donations to charitable causes. Community Relations Activities are programs conducted primarily for promoting an organization or its individual members to parties outside of the campus community. Examples include corporate mixers, alumni socials, and meetings with local Chambers of Commerce. An exception to this prohibition is the hosting of an activity with the sole purpose of raising funds by a student organization for the benefit of a charitable cause.

10. **Faculty/Staff Compensation**: ASI grants cannot be used to compensate CSULB faculty or staff for services rendered to a student organization, including through individual contractual agreements.

11. **Ex Post Facto Contracts**: ASI grants cannot be used to make payment on a contract entered into after services have been rendered.

12. **Gift Cards**: ASI grants cannot be used for the purchase of gift cards, even if provided in lieu of an honorarium or contract payment.

13. **Raffle Items**: ASI grants cannot be used for the purchase of items to be given away at a raffle.
Personal Property: ASI grants cannot be used to purchase items that will become the personal property of individuals, unless provided in lieu of an honorarium. Program supplies purchased with ASI grants must remain the property of the student organization for future use.

14. In addition, ASI's Procurement Policy prohibits the purchase of the following items, regardless of funding source: live animals; radioactive materials; hazardous substances; ethyl alcohol, narcotics and dangerous drugs; tobacco and tobacco products; firearms and other weapons; precious metals; explosives; travel to any state that falls under the provisions of California Assembly Bill 1887, including conference registration fees, lodging and transportation; and any product produced through the use of sweatshop labor.

6.0   EVENT REQUIREMENTS

Regardless of the type of grant awarded, all programs sponsored with Associated Students funds are required to observe the following.

6.1   LOCATION

Student organization programs funded by ASI grants must be conducted under the supervision of campus personnel who have been delegated authority for overseeing student activities by the campus President. This authority is most effectively exercised when programs and events take place on campus grounds. Therefore, ASI shall not award funds for student organization events or activities taking place off-campus.

Exceptions to this policy may be made on a case-by-case basis. A principal factor in making these decisions is the availability of appropriate on-campus facilities and the degree to which the proposed activity contributes to the educational and leadership development objectives of the university.

6.2   NONDISCRIMINATION

Grants shall only be awarded to programs that are open to any student wishing to participate. ASI shall not award grants to any program that restricts or limits participation based on sex, disability, race, color, national origin, age, marital status, religion, or sexual orientation. Organizations that apply for and receive grants from ASI shall do so with the expressed understanding that such discrimination is explicitly prohibited and that any violation of this policy will result in the forfeiture of ASI support.

6.3   ACCESSIBILITY

ASI mandates that no program or activity funded by student organization grants may exclude from participation, deny benefits to, or subject to discrimination any individual based on disability. Therefore, ASI requires that organizations receiving grants act to provide reasonable accommodations in all facilities and services immediately upon notification that accommodations are required. Further, organizations must provide clear communication regarding the process by which such accommodations may be requested.

 For ASI-funded events with anticipated attendance of 200 or more individuals, student organizers should arrange to have qualified interpreters and/or real-time captioners available to provide access for Deaf or Hard of Hearing attendees. The grant award may cover some costs for this service. This requirement shall apply to programs such as concerts, lectures, seminars, workshops, and guest speakers.

6.4   NON-HARASSMENT

ASI affirms that students have a right to work and learn in an environment free of harassment. ASI prohibits harassment at all levels of the organization, including sexually harassing conduct committed by agents or representatives of student groups receiving grants. Harassing conduct, whether verbal or physical, is strictly prohibited. Student organizations that engage in, promote, or foster harassing conduct will forfeit all rights and privileges conferred upon them by ASI, including recognition and funding.

7.0   FUNDING TERMS AND CONDITIONS

All purchases made from ASI grant accounts must conform to the program descriptions provided in the original grant applications. Student organizations may only spend grants on purchases related to the specific events for which they requested and received ASI funds.

7.1   AGENCY ACCOUNT ACTIVATION

All ASI-funded student organizations must have an Agency Account Activation on file in the ASI Business Office before initiating any transactions. Each activation must bear the names and signatures of at least one student representative and the organization's Student Life and Development advisor. Only those persons listed on the Agency Activation form can request withdrawal of funds, request account information, or pick up checks or purchase orders. There shall be a maximum of two student representatives authorized to sign on the account and only currently enrolled students may serve as authorized student signatories for student organization grants.

In order to become an authorized signatory, a student must pass a Student Fiscal Officer Certification Test or undergo equivalent fiscal training as determined by the ASI Vice President of Finance.

7.2   ACKNOWLEDGMENT OF ASI SUPPORT

All advertising for a program funded by an ASI grant must include the ASI logo with the phrase "funded in part by the Associated Students, Incorporated." In cases of broadcast advertisements, all such announcements must state, "this program is funded in part by the Associated Students, Incorporated."

7.3   ALLOTMENT SCHEDULES

Each grant awarded to an organization shall be scheduled for expenditure during the semester in which the program(s) takes place. These allotments are based on the information provided in the Grant Application. These grant allotments shall be spent by the following deadlines:

- Paperwork to spend grants allocated for the fall semester (July 1 through December 31) shall be submitted no later than December 31.
- Paperwork to spend grants allotted for the spring semester (January 1 through May 31) shall be submitted by May 31.

8.0   AMENDING TERMS AND CONDITIONS

Within certain limitations, student organizations may change various terms and conditions associated with the organization's grants. All proposed amendments must go through the ASI Vice President of Finance for approval before presented to the Business and Finance Committee. The ASI Vice President of Finance needs to ensure that proposed amendments are for unforeseen circumstances.

8.1   ALLOTMENT SCHEDULE AMENDMENTS

If an organization anticipates a need to change the allotment of a grant from one semester to another, the authorized student representative shall complete an Allotment Schedule Adjustment form. Forms must be

approved by the SLD advisor and submitted to the ASI Vice President of Finance no later than the last day of the semester in which the grant was originally allotted (see above). The request will be placed on the next available Business and Finance Committee agenda. If approved, the Vice President of Finance will inform the Business Office of the allotment change. The Business Office will then update the grant(s) accordingly.

8.2   PROGRAM CHANGE AMENDMENTS

If an organization wishes to use grants for programs other than those for which it received funding, the authorized student representative shall complete a Program Change Amendment and submit it to the ASI Vice President of Finance. The request will be placed on the next available Business and Finance Committee agenda. If approved, the Vice President of Finance will inform the Business Office of the program changes. The Business Office will then update the grant(s) accordingly.

8.3   REQUEST FOR GRANT AUGMENTATION

Requests for additional funds from the Current Year Unallocated Fund may be made for increasing support for previously funded programs in which the organization is facing unanticipated additional expense. **Funds will not be awarded for the purpose of restoring funds previously cut from a grant request.** Furthermore, the Business and Finance Committee will not accept requests for programs that have already taken place. There is a limit of $3,000 for any grant augmentation.

Requests for augmenting (increasing) existing grants shall be made by completing the Grant Augmentation Request. All requests for additional funds must be submitted to the ASI Vice President of Finance, presented to the Business and Finance Committee, forwarded to the Senate for approval, and will be subject to applicable limitations as noted in Section 2.2.

8.4   GRANT NOTIFICATION

After the Senate approves the decision of the Business and Finance Committee, the ASI Vice President of Finance shall notify the applicant of the outcome within three working days. The Business Office will provide the applicant with their account number(s), grant amount(s), and date(s) by which funds must be spent.

9.0   EXCEPTIONS TO POLICY

Exceptions to policy may only be made by the approval of the ASI Vice President of Finance. These exceptions shall only be made in unique circumstances and require that a Request for Exception to Policy be submitted. The ASI Vice President of Finance shall only accept such requests if the organization has no control over the situation and that the purpose of the event can only be achieved if the exception is made. Such requests must be submitted at least one week prior to the event taking place.

10.0   EXPIRATION OF FUNDS

Student organization grants expire on June 30th of the fiscal year in which they are awarded. Check and cash reimbursement requests submitted after this date will not be honored. Any grants not expended by this deadline will revert to ASI's Retained Earnings account.

ADMINISTRATION

The ASI Vice President of Finance is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed, unless earlier revisions are necessitated by changes in regulations of CSULB or the California State University Office of the Chancellor.

FORMS

The following forms are to be used in the execution of this policy.

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
College Council Allocation Summary	To record the proposed allocation of funds from a College Council to its member organizations	ASI Government Office	Student Life and Development Advisor and Business and Finance Committee	By the deadline established annually by the ASI Vice President of Finance.
Grant Application	To request funds for support of a program sponsored by a CSULB student organization	ASI Government Office	Student Life and Development Advisor and Business and Finance Committee	Submit to ASI Vice President of Finance no later than three (3) weeks prior to the date of the proposed program
Grant Augmentation Form	To request additional funds for a grant to which funds have already been allocated	ASI Government Office	Student Life and Development Advisor, ASI Vice President of Finance, and Business and Finance Committee	Submit to ASI Vice President of Finance no later than three (3) weeks prior to the date of the proposed program
Allotment Schedule Adjustment Form	To change the fiscal deadline to which a grant was initially allocated	ASI Government Office	Student Life and Development Advisor and ASI Vice President of Finance	Submit to ASI Vice President of Finance no later than the last business day of the fiscal period to which the funds were initially allocated
Program Change Amendment	To request the use of a grant for a program other than the one for which funding was initially allocated	ASI Government Office	Student Life and Development Advisor, ASI Vice President of Finance, and Business and Finance Committee	Submit to ASI Vice President of Finance no later than three (3) weeks prior to the date of the affected program
Request for Exception to Policy	To request an exception to the policy due to a unique circumstance for an event to take place	ASI Government Office	ASI Vice President of Finance	Submit to ASI Vice President of Finance no later than one (1) week prior to the date of the proposed program
Signature Authorization Card	To identify and provide specimen signatures of those students authorized to initiate transactions on an ASI grant account	ASI Business Office	Student Life and Development Advisor	Completed form must be fully executed and on-file with the ASI Business Office before access to funds will be permitted.