

# COAL PROGRAMMING GRANT GUIDELINES, RULES, AND PROCEDURES

## I. Purpose:

The primary purpose of the COAL Programming Grant is to fund programs that further the quality of student life. Enriching the educational, cultural, recreational and social experiences for students at the University at Buffalo.

Organizations that receive awards are to use them to **launch new programs, expand existing programs or produce publications**. All funding is subject to the agreement between the University at Buffalo, the Council on Advocacy and Leadership (COAL), student governments under COAL and the Faculty Student Association.

## II. Eligibility:

Any group recognized by a University at Buffalo student government under COAL – Dental Student Association, Graduate Management Association, Graduate Student Association, Medical Student Polity, School of Pharmacy Student Association, Student Bar Association, and Undergraduate Student Association – may apply for the Programming Grant. **Please work with your student government treasurer to include your organization's account number to affirm your status as a student organization and facilitate any disbursement of funds.**

## III. Approval:

In considering whether a grant is approved COAL may consider the following factors, **including but not limited to**, number of students impacted, fiscal controls for the program, amount of grant request, the degree of expansion of existing programs and the uniqueness of innovative new programs. **COAL reserves the right to deny any application for any reason.** (Please see additional guidelines and rules below).

## IV. Funding:

- A. **COAL may fund all, part or none of the requested grant amount.** COAL will utilize the rules and guidelines in this document in determining whether your request will be funded or denied. COAL may reject your request or condition your grant award upon rules and guidelines included and not included in this document. All conditions stipulated by student governments under COAL, the University at Buffalo, or the Faculty Student Association must be satisfied.
- B. COAL has imposed a maximum award amount on each grant request submission. COAL may approve part of the requested amount up to the maximum award amount.
  - i. **New program maximum - \$45,000**
  - ii. **Expanded program maximum - \$15,000**
  - iii. **Publication maximum - \$5,000**
- C. **The publication funds exist to support original and scholarly academic publications such as journals (of varying media) or the formal proceedings of student conferences.**

**\* These maximum award amounts are subject to change on an annual basis.**

- C. COAL, the University at Buffalo and the Faculty Student Association reserve the right to rescind a grant upon the occurrence of any of the following: breach of application guidelines or rules, violation of contractual provisions, or financial impropriety.

**V. Application Procedures Timeline:**

**Programming Grant Timeline**

<b>Monday, November 28, 2022</b>	<b>Grant Applications Open</b>
<b>Friday, January 6, 2022</b>	<b>Grant Application Deadline</b> <i>(Late applications will not be accepted. Applications must be submitted by 11:59pm.)</i>
<b>Second week of January 2023</b>	<b>Student governments review applications</b>
<b>Third week of January 2023</b>	<b>COAL reviews applications</b>
<b>Fourth week of January 2023</b>	<b>Programming Grant Approval Notification</b>
<b>February 15, 2023 – May 15, 2023</b>	<b>Timeframe for Programs to be completed</b>

***\*\*Note: Funds must be used for indicated programs and activities as they are described in the organization’s application and conditioned in the Programming Grant Approval Letter (if granted). Organizations are required to submit proper documentation of all expenditures. Organizations that fail to submit any required or requested documentation will be required to return any dispersed funds.\*\****

**VI. General Guidelines:**

- A. Projects for consideration must enhance the quality of the university experience for University at Buffalo students. Through the programming grant, organizations have the opportunity to increase the quality of the services they offer to students by creating new programs, expanding existing programs and producing publications.
- B. Funding may be sought to further develop programs already in existence or for new innovative programs. An example of an expanding program is hosting a pre-existing program at the Center for the Arts this year, as opposed to previous years when it was held at the SU Theater.
- C. Ensure that the proposed grant will affect a substantial portion of the student population. COAL may reject any application that is determined to impact an insignificant portion of the University’s student population.
- D. COAL will adhere to the guidelines set forth in this document, but the funding of the grant is at the discretion of COAL. The overall goal when allocating funds is to be equitable and fair to the entire student body.
- E. In order to submit the best possible application, consult your student government.

## VII. Rules:

**In preparing a grant application, the individuals/organizations preparing the application should consider all the following:**

- A. Provide estimated costs from vendors and itemize both revenues and expenditures. Failure to include primary source vendor estimates for all expenditures and accurate fiscal enumerations in this application will disqualify your request for funds. Be as realistic and accurate as possible when estimating projected costs. **Your estimations do not need to be perfectly accurate to what you will potentially be spending, but they should be estimates based off the best of your knowledge.**
- B. Based on the amount requested, the applicant must prove that there is sufficient funding in order to support the program.
- C. Any program requiring the usage of a ticket seller or distributor must utilize the University Ticket Office, run by Student Unions. Failure to use the University Ticket Office where required may result in forfeiture of grant money. It is the responsibility of the organization receiving grant funds to contact the University Ticket Office to determine required usage. If there are problems using the University Ticket Office, please contact your student government.
- D. Any organization seeking a grant must have all its funds centralized in an FSA account.
- E. The disbursement of all grants shall be handled through the FSA encumbrance-purchasing system.
- F. Grants will be funded on a reimbursement basis.
- G. Any funds that remain unused by the final Programming Grant closing date will be returned to the Programming Grant Budget.
- H. These funds are not to be used to duplicate the efforts of other programs performed by other University at Buffalo student governments or the programs of the other organizations at UB.
- I. The Programming Grant shall not fund:
  - a. Routine administrative expenses of any program or organization (I.e., any expenses related to administrative or operational lines of the business office of the student government organizations)
  - b. Political expenses (I.e., any expenditures related to campaigns for political office or as a contribution to political candidates or political parties, lobbying groups or political action committees)
  - c. Programs which will primarily or substantially benefit individuals who are not UB students or organizations that are not affiliated with UB
  - d. Programs which will primarily or substantially benefit an individual UB student personally or group of UB students personally, unless such programs also provide an opportunity to enhance the quality of the university experience for UB students in general

**J. NON-FUNDABLE ITEMS:**

**a. Non-Professional Speaker Honoraria**

UB faculty, students, and other non-professional persons are excluded from collecting honoraria. Requests for honoraria must fund a speaker who is a recognized professional or academic in their stated field. Applications should include information about the speaker (e.g. biography, curriculum vitae, website, W-9, etc.)

**K. PUBLICATIONS GRANTS (The following additional rules apply to publication grants)**

- a. Political publications are ineligible for grants. The term “political” is used in the same sense as the SUNY Board of Trustees Guidelines for the expenditure of Mandatory Student Activity Fees, which defines “political” as pertaining to any individual or group that participates in and enters candidates in the electoral process.
- b. Grant money may be used for any expense involved in the production and distribution process of publications as approved by COAL (photocopying, typesetting, printing, mailing, etc.).
- c. Applications may be initiated by an organization of students for the publication of student social, informational, or scholarly works for distribution on campus and/or off campus. A publication is defined as a written work (magazine, newsletter, brochure, electronic, etc.) that is used to convey information to the student community.
- d. Publication grants are limited to \$5,000.00.
- e. Any publication receiving COAL Programming Grant must be **distributed to UB students free of charge**.
- f. COAL support must be acknowledged as a sponsor of the publication, with such a disclaimer prominently included in the publication.

**PLEASE DETACH AND KEEP THESE RULES AND GUIDELINES FOR YOUR RECORDS. ONLY SUBMIT THE GRANT APPLICATION, WORKSHEET, AND ANY ATTACHMENTS FOR CONSIDERATION.**

# COAL Programming Grant Application

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**PART I** (Please type or print legibly on this application. Illegible applications will be disqualified.)

Grant Type (Check One Box):

New Program Grant

Extended Program

Grant Publications

Organization Requesting Funding: \_\_\_\_\_

\_\_\_\_\_  
Individual Completing Application/Contact Person

\$ \_\_\_\_\_  
Total Amount of Funds Requested

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Name of Proposed Program

\_\_\_\_\_  
Date(s) of Proposed Program

## **PART II**

Your organization *must* be affiliated with a student government under COAL to be eligible for a grant. Please check the box that describes your affiliation (*check one only*) and have the person whose name appears next to the checked box sign below in Part III. The treasurer/financial officer should also include your account number.

### **Student Governments:**

Dental Student Association  asdabuffalo@gmail.com

Graduate Management Association  ubsomgma@gmail.com

Graduate Student Association  gsa-feedback@buffalo.edu

Medical Student Polity  politypresident@gmail.com

Pharmacy Student Association  spsa@buffalo.edu

Student Bar Association  law-sba@buffalo.edu

Undergraduate Student Association  ubsa@buffalo.edu

Student Organization's Account #: \_\_\_\_\_

**PART III (complete each of the following)**

- Attach a **typed** description to this application of the project or program that you wish to have funded by this grant.
- List all the expected revenues and expenditures on the worksheet provided. Also attach real, primary estimates of any expenditure (*If you need further assistance with this please contact your Student Government Treasurer to ensure accuracy*).
- Indicate the amount total funds you are requesting from the COAL (*The amount should not exceed the maximum allocation amount. Failure to comply with this could result in application rejection*).
- Remove pages 1 - 4 of this application and keep for your records. You must abide by these rules and regulations.
- Student Government Approval & two Officers' Signatures.
- Please submit your application to your student organization email as listed above.

## Revenue and Expenditures Worksheet

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**Estimated Project Revenue & Other Sources of Funding** **Amount**  
 Detailed Description (i.e.: ticket sales, fundraising, donations, budget lines, etc.)

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

**Total Revenue:** \$ \_\_\_\_\_

**Estimated Project Expenditures (Cost)** – include real, primary source estimates of these costs **Amount**  
 Detailed description (ie: honoraria, advertising, printing, supplies, equipment rentals, etc. **INCLUDE NON-FUNDABLE ITEMS**)

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

**Total Project Expenditures:** \$ \_\_\_\_\_

**Amount Requested from COAL Programming Grant =** \$ \_\_\_\_\_

**(Total Expenditures – Total Revenue)**

*\*\*Amount must not exceed the grant-type's limit\*\**

\_\_\_\_\_  
 Student Government Officer #1 Name & Signature

\_\_\_\_\_  
 Student Government Officer #2 Name & Signature