PROGRAMMING GRANT GUIDELINES, RULES, AND PROCEDURES

I. **Purpose:** The primary purpose of the programming grant is to fund programs that enrich the educational, cultural, recreational, and social experiences for students at the University at Buffalo. Student governments that receive grant awards are to use them to launch new programs, expand existing programs or produce publications. All funding is subject to the agreement between the Faculty Student Association (FSA) and Council of Advocacy and Leadership at the University at Buffalo (COAL). COAL is made up of the presidents of the seven student governments and the student university council representative of the University at Buffalo. COAL decides how the funds are to be allocated and which programming grants are funded.

II. **Eligibility:** Any recognized University at Buffalo student government may apply for a programming grant. The groups and clubs that make up the student governments should work with the student government Treasurer(s) to complete the programming grant application to apply for grant funding.

III. **Approval:** Consideration for grants approved by COAL may 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 and FSA reserve the right to deny any application for any reason. (Please see additional guidelines and rules below).

IV. **Funding:** COAL may approve funding for all, part, or none of the requested grant amount. COAL and FSA will utilize the rules and guidelines in this document to determine whether request will be funded or denied. Grant proposals may be rejected upon rules and guidelines included and not included in this document. All conditions stipulated by student governments, the University at Buffalo, or FSA must be satisfied.
    a. The maximum award amount on each grant request submission are:
        i. New program maximum - $45,000
        ii. Expanded program maximum - $15,000
        iii. Publication maximum - $5,000
            1. The publication funds exist to support original and scholarly academic publications such as journals (of varying media) or the formal proceedings of student conferences.

    b. Part or all the requested amounts may be awarded up to the maximum amount.

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

    d. 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:**

Monday, September 11, 2023	Grant applications open
Friday, October 6, 2023	Grant application deadline (Late applications will not be accepted. Applications must be submitted by 11:59pm.).
October 7, 2023 – October 13, 2023	Student governments reviews and approves grant applications.
October 14, 2023 – October 20, 2023	COAL reviews and approves grant applications.
October 21, 2023 – October 26, 2023	FSA reviews grant applications.
Friday October 27, 2023	Programming grant approval notification sent out by COAL Chair.
October 27, 2023 – May 15, 2024	Timeframe for programs to be completed.
Wednesday May 15, 2024	Purchase Order and supporting documentation must be submitted for payment by 11:59pm.

Any incomplete or misinformation on this application may cause your grant application to be rejected. All decisions made are final and not subject to appeal. FSA and COAL reserve the right to reject any application.

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 not be reimbursed for their expenses. .

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 expanding a 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 and FSA will adhere to the guidelines set forth in this document, but the funding of the grant is at the discretion of COAL and FSA. The overall goal when allocating funds is to be equitable and fair to the entire student body. COAL will review the grant applications in depth and award the funds. Then, FSA will review the grant applications to ensure that they meet the general requirements of the programming grant which is to fund new or expanded programs.

   e. 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. The project or program should be specific. You should not include several activities projects or programs in one grant application. Each activity, project or program will require a separate grant application and budget.

   b. 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. You will not be able to move funds from one budgeted expense to another in a way that changes the nature of the grant.

   c. The amount requested must be sufficient to support the program outlined in the grant application. The programing grant budget work sheet should include all sources and uses of funds.

   d. 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.

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e. Any club or organization seeking a grant must have all its funds centralized in an FSA agency account and be recognized by a student government.

f. The disbursal of all grants shall be managed through the FSA encumbrance-purchasing system which is the same system that is currently used by all the student governments. The same expenditure approval process with also be utilized.

g. Grants will be funded on a reimbursement basis. The student governments will pay for all grant expenditures first. FSA will match the expense to the approved grant application to ensure the funds were properly spent after May 15th. Then FSA will reimburse the student government for the expenditures that were made in accordance with the grant application. Any expenses not enumerated in the grant application will not be reimbursed.

h. Any funds that remain unused by the final programming grant closing date will be returned to the programming grant budget.

i. 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.

j. FSA and COAL Support must be acknowledged as sponsors of the new or expanded program on any notices or event materials.

k. The programming grant shall not fund:
    i. 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)
    ii. 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)
    iii. Programs which will primarily or substantially benefit individuals who are not UB students or organizations that are not affiliated with UB.
    iv. 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.
    v. 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 (i.e., biography, curriculum vitae, website, W-9, etc.)

l. Publication grants: (The following additional rules apply to publication grants)
    i. 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.
    ii. Grant money may be used for any expense involved in the production and distribution process of publications as approved by (photocopying, typesetting, printing, mailing, etc.).
    iii. 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.

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iv. Any publication receiving programming grant must be distributed to UB students free of charge.

v. FSA and COAL Support must be acknowledged as a sponsor of the publication, with an acknowledgement prominently included in the publication.

m. There will be no amendments or changes to the grants after they are approved. Funds must be expended for the activities and expenses outlined in the grant application. If circumstances change and the event or activity cannot be completed the funds cannot be repurposed. The amount of the approved grant funds will be reallocated in subsequent years to new grants.

n. It is the responsibility of the applicant and the student government to expend the grant funds for the purpose and expenses outlined in the grant applications. Failure to do so will result in the student government not being reimbursed for their expenditures.

o. Only the club Presidents or club Treasurers should be completing the Programming Grant Application on behalf of clubs. If it is a student government wide program, then a student government officer should complete the application.

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

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Programming Grant Application

Part I   **General Information:** (Please type or print legibly on this application. Illegible applications will be disqualified.)

<u>Grant Type (Check One Box)</u>**:** New Program Grant ☐   Expanded Program Grant ☐   Publications Grant ☐

Program or Event Name: _____ Date(s): _____

Student Government: _____ Account Number: _____

Club or Organization (If applicable): _____

Note: Your club or organization must be recognized by a student government to be eligible for a programming grant.

<u>Applicant Information</u>**:** Name: _____ Title: _____

Email: _____ Phone: _____

<u>Applicants Certification</u>**:** I certify to the best of my knowledge that all the information contained in this application is true and accurate. If awarded a programming grant, the funds will be used for the purposes outlined in this application.

Signature: _____ Date: _____

Part II   **Detailed description of program or event:**

If additional information is needed, please attach it to this application

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Part III Programming Grant Budget Work Sheet:

Estimated Project Revenue & Other Sources of Funding Description (I.e.: ticket sales, fundraising, donations, budget lines, etc.)	Revenue
Total Revenue	
Estimated Project Expenditures and Other uses of Funding Description (i.e.: event space, goods, honoraria, advertising, printing, supplies, equipment rentals, etc.)	**Expense**
Total Expense	
Amount Requested from Programming Grant (Total Expenditures – Total Revenue)	

Part IV Student Government Approval and Certification (President and Treasurer): We approve of the grant application submitted on behalf of our student government. If awarded a programming grant the funds will be used for the purposes outlined in this application.

President Name : _____

Signature: _____ Date: _____

Treasurer Name: _____

Signature: _____ Date: _____

Part V COAL Approval and Certification and Award Amount: I approve this programming grant and certify that it meets the criteria set forth in the memorandum of understanding between the Faculty Student Association and the Council of Advocacy and Leadership at the University at Buffalo.

Name: _____ Title: _____

Signature: _____ Date: _____

Programming Grant Award Amount | $ |

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