PROGRAMMING GRANT
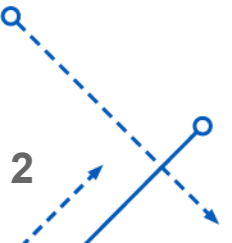
University at Buffalo — The State University of New York

Grant 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.

General Criteria

- 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.

- The grant will be considered for approved by COAL based upon the following factors:

  1. Number of students impacted

  2. Fiscal controls for the program

  3. Amount of the grant request

  4. 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).
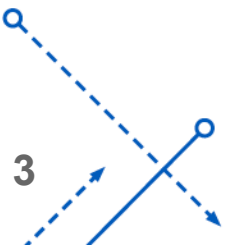
General Criteria, Continued

- 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.

General Guidelines

- 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.

- 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.

- 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.
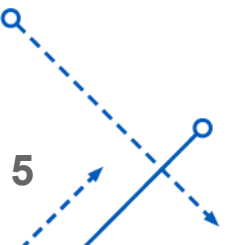
General Guidelines, Continued

- COAL and FSA will adhere to the guidelines set forth in the programming grant guidelines, rules and procedures, 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.

- To submit the best possible application, consult your student government organization.
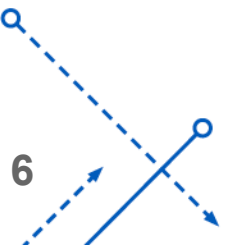
Grant Rules

- Please read section VII. for all the specific rules associated with the programming grant.

- Some of the important rules are:

  - The project or program should be <u>specific</u>. Each activity, project or program will require a separate grant application.

  - Itemize both revenues and expenses:

    - Your estimates do not need to be perfectly accurate.

    - You will **_not_** be able to move funds from one budgeted expense to another in a way that changes the nature of the grant.

  - 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.
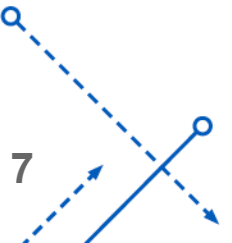
Grant Rules, Continued

- 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.

- All grant disbursements follow the same process as all other purchases made by the student governments:

    - A budget is established based on the approved grant application.

    - All grant expenditures must be requisitioned in advance and approved by two officers and the Campus Designee.

- Grants are funded on a reimbursement basis. This means that every student government that receives funding will have to submit receipts and reconcile to the approved grant award amount. The student governments will pay for all grant expenditures **_first_** then the student government will be reimbursed once grant period has closed and all the grant expenditures have been reviewed.

- The grant period ends on May 15th.

Grant Rules, Continued

- Any unused programming funds will be returned to the programming grant fund for use by the student organizations in future years.

- 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.

- There will be **no amendments or changes to the grants after they are approved, if this did happen the student government would not be reimbursed for their grant expenses**. Funds must be expended for the activities and expenses outlined in the initial approved grant application.

- It is the responsibility of the applicant and the student government to **spend 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.

- **All decisions that are made by FSA and COAL are final. There is no appeals process.**
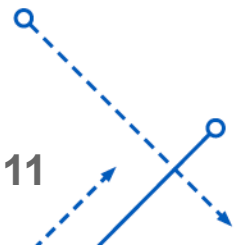
Grant Application

- Part I though III should be completed by club president, club treasurer or student government officer.

- The application is then submitted to the student government president and student government treasure for their review and approval. They will complete the programing grant scoring rubric to determine if the application meets the grant criteria. They will sign off on part IV.

- The approved applications will be brought to COAL for review and approval.

- COAL will use the Programming Grant Scoring Rubric to help evaluate and rank each application.

- All grants that are selected by COAL to receive an award will be signed off by the chair of COAL. They will sign off on Part V.

- An excel spreadsheet listing all the approved grants and the amounts awarded will be sent to FSA along with the fully approved grant applications.
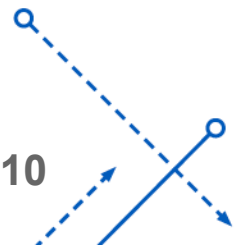
Grant Application, Continued

- FSA will review the grant applications to ensure that they are applicable to the grant guidelines for new programs, expanded programs or publications.

- FSA will inform the Chair of COAL that the applications are approved.

- The Chair of COAL will send out the grant award notices along with the fully approved grant applications.

- FSA will prepare budget adjustments in the amount of the grant awards so the funds can be utilized.

- As a reminder, each time a purchase order packet is submitted to pay grant expenses a copy of the grant application should be included.
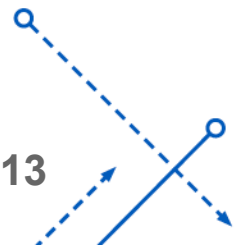
Grant Timeline

- Programming grant guidelines, rules and procedures along with the Programming Grant Application are reviewed and revised the first two weeks of School.

- The grant application period is opened the third week of school and runs for three weeks.

- Once the application period is closed, the student government officers have one week to review and approve the grant applications. Not every grant application needs to be approved. It is prudent to only approve the best grant applications and then bring them to COAL.

  - The student government presidents and treasures must review all programming grant applications that are submitted by their clubs or government prior to bring them to COAL:

    - Student government presidents and treasures should complete one programming grant scoring rubric for each grant submitted.

    - Student government presidents and treasures should only approve the grant applications that they think best meet the criteria and are the best programs.
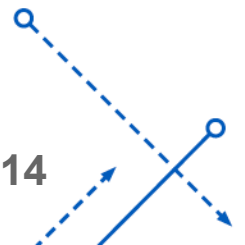
Grant Timeline, Continued

- Student government presidents and treasures should sign off on part IV of the grant application.

- Student government presidents and treasures will then only bring the grant applications that meet the programming grant criteria to COAL.

- Student government presidents and treasures should rank the grants according to the scoring rubric and begin by presenting the best grants to COAL.

- The week after that, COAL will meet to review and approve the highest scoring grant applications.

  - COAL will establish an equitable way of reviewing the grants to ensure that the funding is shared between all student governments and each student government has an equal chance of having their grants funded.

Grant Timeline, Continued

- COAL will vote on each grant application on its own merit in order to approve or reject the grant application.

- Funding is limited so it is not possible to approve every grant even if they meet all the guidelines, rules and procedures.

- The Chair of COAL will complete Part V of the application. They will assign a grant number, write down the total amount of the awarded grant and sign the application.

- The week after that the approved applications are then sent to FSA for review.

- Grant approval notifications, which include the approved grant applications, are sent out to the recipients the last week of October which is week 10 of the semester.

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Grant Timeline, Continued

- The grant recipients have from the last week of October until May 15th to use the grant funds.

- The grant period closes on May 15th. All grant expenditures must be requisitioned in advance and have a purchase order by May 15th. All grant purchases must be made by May 15th. **Any purchases that occur after May 15th will not be reimbursed.**

- FSA will review all the grant expenditures and match them to the approved applications to ensure that they are proper. Then FSA will reimburse the student government for the total amount of grant expenses.
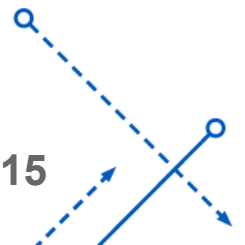
COAL

- COAL will then meet to review the applications and approve the best ones. The approved grants must meet the general criteria outlined in the guidelines and application. Funding is limited so COAL will have to use their own system for selecting grants and their best judgment to determine which grants receive funding.

- The approved grant applications will then be sent to FSA for final review by the chair of COAL.

- The Chair of COAL will then send award notices and fully approved grant applications to the grant recipients.
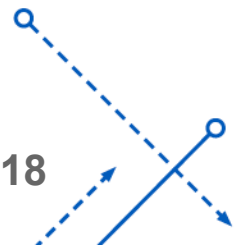
Best Practices

- Grants should be for one specific program, For instance, an application that list out a conference, a holiday party and materials to host a seminar is for three distinct programs. This application should be rejected.

- Grants are awarded only to student governments or recognized clubs that are part of the student government.

- Grants are for new or expanded programs. If a prior grant was received to expand a program, then the same program cannot receive grant funding in the subsequent year to expand the program again.

- Grant applications cannot be amended once they are approved.

Best Practices, Continued

- Once the applications is approved it is the responsibility of the club and student organization to abide by the terms of the grant and to do what they stated in the grant application.

- The funds are granted from FSA to the student governments. Clubs must also abide by all their student government policies and procedures.

- If the program cannot be completed in the manor outlined in the application, the funds cannot be repurposed or redirected to other activities. The money will remain in the programing grant fund and be made available for subsequent years.

- Grant recipients need to stick to their budget. It is not uncommon to leave some funds unallocated or unspent.

- If program cost arise that are not listed in the grant application the club or student government should pay these cost from their regular budget expense lines.

Best Practices, Continued

- If a grant application was not approved, you should save it for the next grant cycle and use it as a base to complete a new grant application for the following year. Funding is limited so not every grant worthy of funding will receive it.