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Campus Grants Program
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UEI Campus Grants Program
GUIDELINES

PROPOSAL REVIEW PROCESS

The Committee <u>will</u> consider requests for funding if:
- **Proposal documents are submitted on time** - the proposal is on time, complete and it clearly indicates careful planning, an ability to implement and complete the initiative, and specific responsibility for project success;
- **Funding need is clearly established** - the need for funding is established and clearly documented in the written proposal;
- **Project is relevant and supports Sacramento State** - the project is relevant to and provides significant support for the UEI mission while promoting the positive image of Sacramento State;
- **Impact of project** directly or indirectly affects Sacramento State students, faculty, and staff and the campus community;
- **Previously funded projects are complete** - all reporting requirements for projects previously funded by UEI have been completed.

The Campus Grants Program Committee <u>will not</u> consider requests that are:
- **Submitted late** – received after the required due date;
- **Incomplete** – a budget, formal quotes or written cost estimates are not attached, or the Acceptance of Responsibility form is not signed and/or included;
- **Self serving** – or benefit only a special interest group or persons;
- **Related to voting issues** - any issue before the voters of the state or any subdivision thereof, or any city, municipality or local governmental entity of any kind.

The following requests <u>cannot</u> receive funding:
- Activities which take place prior to the award of funds
- Commencement-related expenses
- Personnel services, assigned time, honoraria, or stipends
- Personal or institutional loans
- Computers or related hardware (some exceptions)

<u>Special Notes</u>
- Preference may be given when campus applicants establish that the proposal is consistent with division priorities and goals and it is clearly demonstrated that general fund dollars cannot be used for the proposed activity.
- Whenever possible, applicants are encouraged to use UEI services such as Dining Services, Hornet Bookstore, and Marketing Services when considering vendors for their projects.
- Requests for travel will be given careful scrutiny and must meet the following conditions:

- Must be an educationally based activity involving both faculty and students;
- A presentation/demonstration of results or knowledge gained from the travel must be incorporated as part of the request;
- Specific learning outcomes must be identified as part of the activity.

HOW TO APPLY

1. Complete the <mark>CGP online proposal</mark>. All sections must be complete, including the **Acceptance of Responsibility** Form.

2. **Attach formal written quotes or cost estimates** to the submitted proposal. The quotes/estimates serve to support the description and amounts provided on the budget sheet. If the proposed expenditure does not lend itself to a formal quote, then attach an explanation as to how the amount shown on the budget sheet was reached.

3. Request and include a **letter of support** (*optional*) from a Vice President, Dean or Chair to confirm the significance of the proposed project in relation to the goals of the department or unit as well as acceptance of the proposed project's implementation.

4. Submit proposal on or before the published deadline.

AFTER AWARD

1. Award recipients will be notified by email regarding the amount of the award and any spending restrictions after the UEI Board of Directors approval is obtained.

2. Expenditures must match your proposed budget and be within the award period. If changes are needed, please contact the UEI Campus Grants Program account administrator.

3. University Enterprises, Inc. must be included in all promotional materials as providing support. Marketing Services will send information on the use of the UEI Logo. Please use the <mark>Photo Release (PDF)</mark> form if taking any photographs of your activities.

4. After the completion of project, activity or event - submit a <mark>CGP Final Report (DOC)</mark> to the UEI Board of Directors, describing how the actual project proceeded and to what degree the project fulfilled its objectives. This report shall also include documentation acknowledging University Enterprises, Inc. for its support of the project.