

# Core Council Proposal Packet

**Proposal Deadline**  
**January 26, 2018**

**Award Notification Dates**  
**March 16, 2018**

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## **Core Council Proposals**

Proposals are now invited for Core Council 2017-2018 academic year. Each year, the council receives many more requests than it is able to fund. Funding varies depending upon compliance with Core Council guidelines, merit, available funds, and the support of other funding sources. The council is comprised of student representatives from each of the ten college student governments. Core Council's monies are comprised of student fees.

To propose for funding, events/projects must be held on dates that allow for prior review and decision by Core Council:

- **Winter proposals must be for events or projects completed on a date no earlier than April 2, 2018 and no later than June 8, 2018.**
- Proposal authors will be able to sign up for presentations on a first come, first serve basis.
  - Proposal presentation slots are limited. Once these slots are filled proposals will not be able to be reviewed.
  - Authors will be notified within 24 hours of submission if their proposal cannot be considered.

Proposals will be judged in terms of the following:

- Excellence
- Adherence to the guidelines
- Demonstrated planning abilities on the part of the sponsoring organization
- Benefits to currently enrolled students at UCSC

In addition, Core Council has maximum funding limits for many budget items (publicity, food, etc...). See attached recommended cost sheet.

## Eligibility Guidelines

Student organizations registered with SOAR (Student Organization Advising and Resources), OPERS (Office of Physical Education, Recreation and Sports) or Student Media may apply for funding to support their student initiated events, activities, and projects. Core Council funds on-campus activities with consideration to the number of UCSC students who will benefit directly from the activity, among other criteria. According to the University's Policy on Non Discrimination, Core Council "shall be sensitive to the existence of past and continuing societal discrimination." Academic initiatives are not under the purview of this Council and shall not be considered.

## Award Process

1. Proposals must be submitted on the application form attached by the deadline. If you need help with the proposal, please make an appointment with your adviser well in advance of the proposal deadline.
2. Turn in **12** clean and legible copies, **and keep a copy for your own records.**
3. Organization should send a well-informed advocate to answer questions during the presentation. **Organizations that fail to appear for their scheduled presentation will not be funded.**
4. Student organizations must be fully registered when the proposal is submitted and during the time the funds will be used. Money received by student organizations is not available for summer projects.
5. Funds must be overseen and transacted through one of the University units listed in the Rule Book as a sponsor for campus wide registered student organizations (ie. SOAR, Student Media, and OPERS)
6. The applicant(s) must be able to demonstrate the experience and/or technical ability to carry out the project as described and on schedule.
7. Proposals for murals must include a letter confirming approval of mural site from the facility manger. The proposal must also describe the process for gaining the input and support of the depicted and affected communities.

## Restrictions

1. Funds will not be allocated for academic programs or enrollment fees, to pay salaries or stipends, to cover living expenses, or for senior thesis projects.
2. Attendance at off-campus conferences will not be considered for funding unless clear and substantial benefit to the campus community is demonstrated.
3. Retroactive funds or requests for programs that have already been completed will not be considered.
4. Programs that will benefit primarily off-campus groups or audiences will not be considered. (i.e.: off- campus events and publications.)

5. Funds must be spent in strict accordance with the budget submitted to the Council. Sponsor must contact the Core Council to approve any changes to the previously approved budget prior to expenditure of funds.
6. In accordance with campus accounting procedures, gifts, prizes, and mementos, including plaques will not be funded.
7. Funds will not be awarded that will be turned over to another recipient; sponsors must apply for funds directly. Each event will only be funded through one proposal. Subsequent proposals for the same event will not be considered. If an event is to be co-sponsored, a proposal may be co-authored.
8. T-shirts which will be used as fundraisers or as uniforms will be considered for funding. If T-shirts are to be given away, they cannot be funded with Core Council funds.
9. Costly food budget items are given a low priority, particularly if the food is being given away, as opposed to being sold as a fundraiser. The council will consider the importance food has in the project's success.

### **Deadline and Presentation Dates**

Before turning in a proposal, a representative of the student organization may schedule an appointment with their adviser (in SOAR, Student Media, or OPERS) for assistance.

In order for a proposal to be considered complete it must include the signature of the corresponding Staff Adviser. Only SOAR Organizations can have the proposal signed by a Peer Adviser in replacement of a Staff Adviser. The deadline for submission of proposals is **5:00pm** on the date listed below. Late or incomplete submissions will not be accepted.

Please be prepared to sign up for your specific presentation time slot at SOAR when you turn in your proposal(s). **NO EXCEPTIONS.**

For questions or an appointment with your advisor, please call SOAR at 831-459-2934.

**Proposal Deadline**  
**January 26, 2018**

**Presentation Dates**  
**7:15pm – 9:00 pm**  
**Wednesday, February 7, 2018**  
**Wednesday, February 14, 2018**  
**Wednesday, February 21, 2018**  
**Wednesday, February 28, 2018**

# CORE COUNCIL PROPOSAL COVER SHEET

Be sure to read the Core Council guidelines before beginning your proposal.

- 1. Complete this Proposal Cover Sheet and the attached Core Council Project/Event Proposal form. Use one cover sheet for **all** your projects. If you are submitting a request for more than one event or project please **complete one Core Council Project/Event from per project or event.**
- 2. Complete the entire proposal using the forms provided. **Requests that do not use the forms provided will not be accepted.** For an electronic version of this form, go to: <http://soar.ucsc.edu>
- 3. Obtain Adviser approval signature on cover sheet. SOAR Organizations can have the proposal signed by a Peer Adviser in replacement of a Staff Adviser.
- 4. Number the pages of your completed proposal. Make 12 copies of the entire proposal packet (cover sheet, completed proposal form(s), letter of support, etc.).
- 5. Submit 12 copies of the proposal packet to Core Council, c/o SOAR Office by **5:00pm** on or before the deadline. **Late proposals will not be accepted.**
- 6. Sign up for a presentation time and date when you turn in your final proposal at SOAR. Be prepared to send an informed representative(s) to make a brief presentation and answer questions at the appointed time. **Organizations that do not attend their scheduled presentation will not be funded.**

**Student Org. Name:** \_\_\_\_\_

	Total Event Budget	Amount Requested from Core Council
PROJECT TITLE: _____	\$ _____	\$ _____

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

PROJECT TITLE: _____	\$ _____	\$ _____
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Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

PROJECT TITLE: _____	\$ _____	\$ _____
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Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*If additional projects are being proposed please include a new cover sheet to list all projects.*

Total of Project(s) Budget	\$ _____	<b>Total requested from Core Council</b>	\$ _____
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**Adviser Approval Signature (Required):** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Only SOAR Organizations can have a Staff Adviser or Peer Adviser Signature)

# CORE COUNCIL PROJECT/EVENT PROPOSAL

**Must be typed. No more than 1500 characters (including spaces), per prompt.**

PROJECT TITLE: \_\_\_\_\_  
Proposed Date: \_\_\_\_\_ Proposed Location: \_\_\_\_\_  
Number of students committed to working on this project: \_\_\_\_\_  
Number of UCSC students who will directly benefit: Undergrad \_\_\_\_\_  
Graduate \_\_\_\_\_

**Description:** Please describe the proposed project using only the space provided below. Include a brief biography of any speaker/performer receiving more than \$100.00. If asking for funding for a conference or full-day event please provide a schedule of the event. Do not include attachments.

**Purpose:** Please describe how this project supports the goals of the Core Council. (How will it benefit a large number of currently registered UCSC undergraduate and graduate students?)

**Organization Experience and Campus Wide Impact:** Please list the events/projects that you or your organization produced in the last year.

Title	Location	# of Participants	Total Budget of Event

**Project Budget:**

List the itemized budget for this project in the space provided below. Be specific and provide researched estimates. For performers/services, please list length of time as "Quantity".

Item / Service	Quantity / Time	Cost Per	Estimated Cost

Total Budget for this Project: \$ \_\_\_\_\_

List funds requested from other sources, including the amounts and name of fund source: \_\_\_\_\_

Funds Received Total: \$ \_\_\_\_\_

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**Total requested from Core Council for this project:** \$ \_\_\_\_\_