Student Activity and Program Fee Board

Information Session
Fall 2015 Funding Cycle
Presentation Outline

1. SAPFB Purpose
2. Application Overview
   1. Funding Eligibility
   2. Funding Limitations
   3. Application Procedure
3. Sample Presentation
4. Accessing Funds
5. Questions
Purpose

• SAPFB provides financial support for co-curricular programs and activities planned and held by Registered Independent Organizations (RIOs), University Departments, Programs, and University-Affiliated Groups

• SAPFB should not be the primary financial support for events or activities, but rather it is the SAPFB’s intent to complement and support the student experience
Application Overview

- Funding Eligibility
- Funding Limitations
- Application Procedure
- Sample Application
Funding Eligibility

• Your group MUST be one of the following:
  • A **UH Manoa**:
    • Registered Independent Organization (RIO)
    • Department or Program
    • Affiliated program

• **AND** must have
  • An interest in promoting **CO-CURRICULAR PROGRAMS** benefitting the UH Manoa student body
Funding Eligibility: RIOs

• Must be in **good standing** and **registered** with the Office of Student Life and Development (SLD) by the SAPFB application deadline

• For RIO info:
  • contact James Frizzell, sld@hawaii.edu
Funding Eligibility: Non-discriminatory

Must be NON-DISCRIMINATORY with regards to:
“race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard absence, or status as a covered veteran”

(Executive Policy EL202 on Nondiscrimination and Affirmative Action)
Funding Eligibility: Sectarian Group Funding

According to University policy, SAPFB “will not disburse any funds from RIO funding programs that are intended to actually benefit a sectarian program or activity of an RIO”

• **Apply the 3-prong Lemon test:**
  1. Does the program have a valid purpose?
  2. Does the primary effect of the program advance religion?
  3. Will the program create an excessive entanglement of church and state?
Funding Limitations

Awards will not be made for the purpose of:

- fundraising (costs related to the planning or presentation of fundraising events such as renting meeting rooms for silent auctions)
- gas
- rental car insurance (except for out-of-state collision damage waiver)
- salaries/wages
- honorariums/tips/gratuities
- alcohol
- club dues (including national chapter registration or membership dues)
- operating equipment
- computers
- prizes/gifts such as centerpieces, t-shirts, et cetera
- Other limitations: APM AB 225

Limitations in Purchasing
Application Procedure

The application process requires the following:

1. Attend an Information Session
2. Submit application online
3. Sign up for a Funding Hearing (via emailed link)
4. Present at the Funding Hearing

**IMPORTANT**

Applications are only accepted ONLINE

*Disability access options available upon request*
Application Procedure: Online Application

• A maximum of 3 events per group can be submitted.
• Joint events between 2 groups are counted as one event for each entity
• Must submit final budget AND PowerPoint Presentation(s) with the application
• Funding Hearing sign up link will be emailed separately by Monday, February 9th
Application Procedure: Online Application – Budget Prep.

• Use the SAPFB budget template
  • Use only ONE Excel file
  • Multiple budgets? New tabs

• Include all possible pricing options
  • Find a competitive price range for each item/expense
  • Update the budget

• Be as specific and detailed as possible

• Prioritize what is most important
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**Total Amount Being Requested** $615.00

**Total Cost of Event** $
Application Procedure: Online Application–Hearing Sign Up

- Monday, February 9, 2015: funding hearing sign up link will be emailed to the listed organization contact(s)
  - Confirmation will be sent to the listed organization contact(s)
- Only hawaii.edu emails may be used for contact and sign-up
Organization contact(s) will be emailed the funding hearing sign up link!

Submit your FINAL budget(s) & PowerPoint presentation(s)

Quick Review:

SAPFB Fall 2015 Funding Application

Submission Page

Attach final budget * Attach final presentation *

Budgets and PowerPoint presentations may not be altered after submission. Check below to certify that you understand that the budget and presentation you are submitting are your final versions. Any changes may be addressed in your funding hearing presentation.

Yes, I understand that I am submitting the final version of my budget and PowerPoint presentation.

Please double check that your application was filled out correctly.

Next Steps:
1.) Submit your funding application.
2.) Sign up for a funding hearing. On Monday February 9th 2015, SAPFB will email the contacts you listed for your organization the link to sign up for a funding hearing. Please be sure to check you email for this link.

3.) Present at your scheduled Funding Hearing. Applicants will get:
   5 minutes to present, and
   5 minutes for Q&A with board members.
   Do not forget to send at least one (1) contact person from this application to the Funding Hearing. Failure to do so will result in forfeiture of award consideration.

Remember, if you qualified for a Micro Award you DO NOT need to sign up for a Funding Hearing.
Application Procedure: Funding Hearings

A funding hearing is 10 minutes

5 min. presentation
5 min. Board questions

USE YOUR TIME WISELY

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<th># of Events</th>
<th># of Hearings*</th>
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*unless a Microaward

At least one authorized representative **must** attend
President, budget author, or the head of the organization
Application Procedure: Funding Hearings – Micro Awards

- Awards **under or equal to $500** shall be considered a Micro Award
- **Micro Award requires:**
  - Online application
  - PowerPoint Presentation with budget
- Do not require an in-person funding hearing
- Micro Awards reviewed and voted by the board
Application Procedure: Funding Hearings – Evaluation

- Significance and purpose of the event(s)
  - How is it impacting/benefitting UHM students?
- Explain more about your group
  - # of members, types of events sponsored
- Group initiatives of securing funds
  - List any outside sources
- History of past funding
- Originality and creativity of project/event
- Cost-benefit analysis
Sample Presentation

Sample SAPFB Presentation link
Accessing Funds

• Complete a quick, online Funding Agreement and Funding Access Quiz
• Review the reimbursement packet
• **PUBLICLY CREDIT SAPFB in ALL publicity** to the funded event
• Send an invitation to your event to both: sld@hawaii.edu AND sapfb@hawaii.edu
• Submit a post-activity report no more than 14 days after event that includes publicity used to promote the event
• Failure to follow above protocol MAY AFFECT CONSIDERATION of FUTURE FUNDING
Questions?

Phone: (808) 956-4842
Email: sapfb2@hawaii.edu