

**College of Staten Island
Campus Activities Board (CAB)
Community Proposal Submission Process**

SUBMISSION PROCESS:

1. Community Proposals are accepted twice a year. The deadline for Fall proposals is traditionally in late April. The deadline for spring proposals is traditionally late November. Deadlines are announced via everyone email to all faculty and staff, or you can call 718.982.3268. All applications *with supporting documentation* must be submitted to the Campus Activities Board (CAB) through CSI Connect forms. Link will be in email sent to community at time of grant requests.
2. Please keep in mind that the money you are requesting is Student Activity fee funding and therefore any expenditure must follow the CUNY fiscal guidelines, CSI Association and Office of Student Life guidelines as outlined in the *Student Organization Handbook*. Copies of this handbook are available in the Office of Student Life or online at the Student Life web site for review.
3. CAB sets aside fixed amount of funding per semester for community proposal funding, and therefore may limit the amount of funding per proposal. CAB aims to be equitable in their approach to allocating funding and may not fund multiple requests from the same department.

DOCUMENTATION:

The following documentation should be submitted with your proposal (when applicable).

- COMMUNITY EVENT REQUEST FORM:** Completed form with contact information.

- BUDGET INFORMATION:** Please provide information on the total cost of your program and information on other sources of funding for this program, including who you are requesting additional funding from (specifically student activity funding body requests, such as SG, Clubs, etc.), how much, and for what purpose. CAB reserves the right to *deny or withdraw* funding for programs where additional funding is being requested, has already been approved, or is requested and approved by another student activity fee body in addition to CAB. Don't forget to include any money your department or organization may be contributing. **Please provide a specific breakdown on how funding you are requesting from CAB will be spent (e.g. refreshments, supplies, names of performers and fees per performer, promotional items, etc.)**

- FOOD SERVICE AND CATERING:** Please provide a formal quote of estimated cost of refreshments from CSI Dining Services. All requests must be within the guidelines as outlined in the meal expenditure policy (copies are available in the Office of Student Life). If you want to use a food service vendor other than CSI Dining Services, please verify they are CUNY vendors prior to requesting funding.

- CONTRACTUAL SERVICES (speakers, performers, interpreters, etc):** Specific information about the performers, speakers, or group (biography or summary of performing group, video, tape/CD, rider/contract, etc.). CAB must have the name(s) of the performer before approval will be given for funding. All speakers/performers will need to be entered and approved in the CUNY vendor system prior to contracting services. Please negotiate all inclusive fees, inclusive of travel, lodging, meals, etc.

- ❑ **COMPARABLE INFORMATION:** Any performer whose fee exceeds \$400.00 must provide three comparable engagements where they were paid the same or a similar fee. CAB will not fund requests that do not provide this information at the time of submission. CAB needs date of performance, location, fee paid, and contact information for individual who contracted the services – name, phone and email.
- ❑ **EVENT SUPPLIES, PROMOTIONAL ITEMS OR OTHER ITEMS THAT MAY REQUIRE FUNDING:** Include a detailed quote from the vendor including shipping and handling costs. All expenses over \$250.00 will require bidding by college purchasing.
- ❑ **FUNDRAISING:** Please provide information on any fundraising activities that will take place at event. *Please note:* if the proposal is for a program that will be open to the community CAB may wish for there to be a fee for attendance by the community at the event.
- ❑ **FACILITY FEES:** If there will be costs associated with the use of a specific facility, please provide a detailed breakdown of the costs

NOTE: The more information you provide CAB for consideration of your proposal the more likely funding will be granted in a timely manner. CAB reserves the right to change the proposed funding allocations, as well as the right to deny funding for a proposed program.

PROPOSAL REVIEW PROCESS:

1. All information will be verified and comparable information checked.
2. A CAB subcommittee will review all proposals submitted by the deadline and will present its recommendations to the full board at one of their meetings. You may be asked to set-up a meeting with a CAB representative prior to the board meeting to review your proposal and clarify/confirm all information.
3. If CAB approves your proposal, it will be forwarded to the CSI Association and Student Government for approval. Once approval has been obtained, a letter confirming the funding allocation and requesting a meeting will be sent to you. Please note that confirmation may not be finalized until the start of the semester during which your event will be held. You must schedule a meeting with the Associate Director of Student Life/Activities to confirm funding allocations, discuss event details and process paperwork for funding requests.

For more information or if you have questions, please contact:

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