

**2019 - 2020 Student Initiated Outreach Committee
Mini-Fund and Yield Fund Application**

Sponsoring Student Organization: _____

Project

Coordinator(s)/

Director(s): _____ **Campus Phone:** _____

E-Mail _____ **Campus Address:** _____

Total Event Costs: _____ **Amount Requested:**
(\$1,000.00 Maximum) _____

Event dates: _____

Name & Address Of Event

Facility: _____

Project

Coordinator/Director/Organization

Signatory Signature _____ **Date** _____

SOLE/SIOC Advisor

Signature _____ **Date** _____

**Please circle what cycle you are applying for
(Please refer to deadlines schedule):**

<i>Cycle 1</i>	<i>Cycle 2</i>	<i>Cycle 3</i>
<i>Fall 2019</i>	<i>Winter 2020</i>	<i>Winter 2020</i>
<i>Mini-Fund</i>	<i>Yield-Fund</i>	<i>Mini-Fund</i>

<i>Cycle 4</i>	<i>Cycle 5</i>
<i>Winter 2020</i>	<i>Spring 2020</i>
<i>Yield-Fund</i>	<i>Mini-Fund</i>

*Cycles 2 and 4 are specifically designated for yield events and high school conferences only.
No other proposals will be accepted for those cycles.

For Committee Use Only

Proposal submitted on:

Hearing date and time:

Student Initiated Outreach Committee's Mini-Fund and Yield Fund

In order to enhance the services provided to educationally disadvantaged students in Southern California, the Student Initiated Outreach Committee provides a supplemental funding source for student-initiated, student-run community service projects and UCLA student sponsoring organizations who perform outreach functions. This funding will be available to all projects funded by the Community Activities Committee (CAC), Undergraduate Students Association Council (USAC), and the Student Initiated Outreach Committee (SIOC).

Examples of programs or services that would be considered outreach-related services:

- Workshops regarding financial aid, A-G requirements, PSAT/SAT/ACT, college life, etc.
- Field trips or conferences to UCLA that would provide information about college life.
- Materials provided in a programmatic setting to develop skills necessary to pursue higher education (i.e. SAT workbooks, photocopies, etc.) and supplies necessary for long-term tracking of students your project/program serves.

The following are the eligibility guidelines for funding:

- A. The program or service to be implemented must be directly correlated towards increasing the academic competitiveness of socio-economically/educationally disadvantaged students and underrepresented communities towards eligibility or attendance to the University of California or other institutions of higher learning.
- B. The programs or service to be implemented are directly correlated to serving the specific function of attempting to bring more socio-economically and educationally disadvantaged students and underrepresented communities to the University of California or other institutions of higher learning.
- C. The program or service must serve K-14 students.
- D. Evidence must exist of the community service project or organization's ability to carry out the proposed objectives that will be funded by the SIOC.
- E. Funding may be applied for only once a cycle per organization.
- F. If the project has received SIOC funding in the past, an evaluation of the previous year's event(s) can be used to determine if you qualify for funding.
- G. If the project has not received SIOC funding in the past, an evaluation of past campus programming efforts including: community service, duration and development of programs,

the length of the project's existence, letters of support from participants, magnitude and scope of programs, and size of budget can be used to determine if you qualify for funding.

- H. The committee will not fund items directly benefiting UCLA students (i.e. T-shirts, food and prizes). Funding for non-food items must be for the program and used for educational purposes.
- I. The purpose of the SIOC Mini-Fund and Yield Fund is to supplement K-14 outreach events. Funding is not designed to fund quarterly budgets.
- J. Duplicate copies of budget proposals will be denied funding. On a quarterly basis, the Abstract, Statement of Need, and Methodologies must change, to show how you will better address student needs.
- K. Include materials and budget breakdowns relevant only to what is being requested from the SIOC Mini-Fund and Yield Fund. Use the line item template provided by the SIOC Mini-Fund and Yield Fund Committee.
- L. *Submit a time-stamped application to the front desk of the Community Programs Office, in Room 105 of the Student Activities Center by 5:00PM of the due date to the box of the SIOC Mini-Fund and SIOC Minifund Chairperson, Andrea Manrique. E-mail a copy of the application by 5:00PM of the due date to siocminifund@cpo.ucla.edu. Late submissions will not be considered.*

Allocation Procedures

- A. To apply for the SIOC Mini-Fund and Yield Fund, please include the following sections in your proposal. Incomplete proposals will not be accepted. Proposals **must not** exceed 5 pages.
 - 1. **Abstract** – A brief description of the program or service.
 - 2. **Statement of Need** – Please explain the needs of the community your project serves, specifically evidence of the socio-economically/educationally disadvantaged conditions within the community. Also, provide explanation of the unmet need this project or service will provide specifically geared towards a lack of outreach, information or services which gears students towards University attendance.
 - 3. **Goals, Objectives and Methodology** – Briefly explain the goal of your program or service, the objectives to achieve that goal, and the methodology or steps to reach that goal.
 - I. Definitions:
 - Goals – long-range benefits, purpose, or desired results.

- Objectives – A desired change in key issues measured by the project, resulting from the action (s) between project components injected into the organization and/or activities of the project itself. Objectives are specific measurable statements of attainable outcomes developed within the framework of the goals. They are ways to check progress toward achieving goals.
 - Methodology – Give the specific Plan of Action(s) or Program of Activities that will achieve your objectives. These are the actual, specific steps that you take to meet your objectives.
4. **Budget** – Briefly break down the budgetary needs of your program. (Attach any invoices, estimates, documents that will assist in the analysis of the budget)
 5. **Budget Narrative** – This is a detailed description of the line item; also, please include a prioritization of the items requested.
 6. **Method of Evaluation** – If the program or service is a workshop or conference, please include a copy of the evaluations you will provide for the students to fill out. Also, you will be required to fill out a general program evaluation after the event is over.
- B. Mini-Fund and Yield Fund cycles: Projects and organizations can only submit one proposal per cycle, and be funded four times per academic year. Proposals that are not funded in one cycle cannot be resubmitted in the next cycle unless there are proper adjustments made to the proposal that includes changes based on SIOC Mini-Fund and Yield Fund Committee recommendations.

Hearings are an important asset in the holistic method of determining funding allocations for each project. Therefore, the inability to attend a hearing will result in ineligibility to receive funding.

- C. A meeting must be held with the CPO Budget Analyst in order to access the funding allocated. Mini-Fund and Yield Fund allocations will only go for the specified event that was allocated for and not any other. Exceptions can be made for special circumstances, which will be determined under the discretion of the SIOC Mini-Fund and Yield Fund Committee.

Transfer of funds between line items are permitted so long as they do not exceed 20% of the group's total allocation, subject to the approval of the SIOC Mini-Fund and Yield Fund Chair.

2019-20 SIOC Mini-Fund & Yield Fund Deadlines

	CYCLE 1 MINI-FUND Fall Quarter	CYCLE 2 YIELD FUND Winter Quarter Yield Event/High School Conference	CYCLE 3 MINI-FUND Winter Quarter	CYCLE 4 YIELD FUND Winter Quarter Yield Event/High School Conference	CYCLE 5 MINI-FUND Spring Quarter
Proposal Due	Week 6 Friday, November 8, 2019	Week 2 Friday, January 17, 2020	Week 3 Friday, January 24, 2020	Week 8 Friday, February 28, 2020	Week 2 Friday, April 10, 2020
Hearing date	Week 7 Wednesday, November 13, 2019	Week 3 Thursday, January 23, 2020	Week 4 Thursday, January 30, 2020	Week 9 Thursday, March 5, 2020	Week 3 Wednesday, April 15, 2020
Events Dates Fall Between	Fall Week 8 through Winter Week 5	Winter Week 5 through Winter Finals Week	Winter Week 6 through Spring Week 3	Spring Week 1 through Spring Week 10	Spring Week 4 through Spring Week 9
Evaluation Due	2 weeks after Event	2 weeks after Yield Event/High School Conference	2 weeks after Event	2 weeks after Yield Event/High School Conference	2 weeks after Event
Allocation Letter Released	Week 8 Monday, November 18, 2019	Week 4 Monday, January 27, 2020	Week 5 Monday, February 3, 2020	Week 10 Monday, March 9, 2020	Week 3 Friday, April 17, 2020

Proposal Template

1. Abstract
2. Statement of Need
3. Goals, Objectives, and Methodology
4. Budget Worksheet

Event Name: _____

Budget Item	Priority (1-8)	Amount Requested From SIOC	Amount Requested From Other Sources (please denote source)	Total Cost (Line Item)	SIOC Allocation (Leave Blank)
Advertising					
Clerical Supplies					
Equipment					
Facilities					
Food					
Printing					
Non-clerical Supplies					
Transportation					
Total					

5. Budget Narrative

Please provide a brief description of **each** line item for which you are requesting from SIOC funding for this program, not to exceed a paragraph in length (attach additional paperwork to this form if needed.)

6. Method of Evaluation

Please describe your method of evaluating the project, workshop, or conferences, and include a copy of the evaluations you will provide for service recipients to fill out. The SIOC program evaluation is due 2 weeks following the completion of your program.