

APPLICATION FOR ETHNIC STUDIES FIFTH ACCOUNT

PLEASE READ THE GUIDELINES BEFORE SUBMITTING PROPOSAL FOR FUNDING

- **Incomplete or late proposals will not be reviewed**
- **There is absolutely no retroactive funding**

PLEASE ALSO SEEK OUTSIDE FUNDING (E.G., ASUC, SOF, ACADEMIC DEPARTMENTS, FUNDRAISING, ETC.)

Please note that ALL RECEIPTS MUST be submitted within two weeks after the event. RECEIPTS submitted after two weeks will not be funded

MEETING DATES:

OCTOBER 6, 2011 AT [4:00PM], THEN BIWEEKLY TO DECEMBER 1, 2011

Meetings take place in the Barbara Christian Room (Room 515), Barrows Hall.

GRANTS ARE ONLY GIVEN TO STUDENT GROUPS THAT REFLECT THE VISION OF THE ETHNIC STUDIES DEPARTMENT

The Ethnic Studies Department was created with the vision that people of color would overcome the discrimination they faced and rise above the socioeconomic, political, and historical barriers that have kept them oppressed since the beginning of this country's history. The Ethnic Studies Department will only fund events that are all-inclusive of different ethnic communities. We believe in funding events that educate various communities about what the founders and students of Ethnic Studies believe in.

ETHNIC STUDIES FIFTH ACCOUNT

The Ethnic Studies Fifth Account funding is only applicable to student-initiated events that meet the criteria of departmental sponsorship, significant impact on students, and cultural education. The Ethnic Studies Fifth Account Committee will meet to review proposals every alternating Thursday beginning October 6, 2011 at 4PM and continuing through December 1, 2011 for the spring semester. The committee will meet at 4 PM in the Barbara Christian Reading Room on the fifth floor of Barrows. **All receipts must be submitted no later than 2 weeks after the date of the event.** Please follow the guidelines below carefully; incomplete proposals will **NOT** be considered. Good luck!

FUNDING GUIDELINES

Allocation Meetings

The Ethnic Studies Fifth Account Committee shall meet on alternating Tuesdays in the Barbara Christian Reading room on the fifth floor of Barrows at 4:00PM. Follow application guidelines to place a proposal on the agenda. Proposals will be reviewed in the order received.

Criteria for Funding

The funds from this account shall be used solely to encourage and support projects jointly sponsored by two or more programs in the Department of Ethnic Studies and African American Studies (i.e. Chicano/a, Asian American, Native American, African American and Ethnic Studies). All proposals requesting funding from this account must meet the following criteria and guidelines set forth by the Ethnic Studies Fee Committee:

- A. Sponsored by two students from the Ethnic Studies or African American Studies departments
- B. Sponsored by a *tenured* faculty member from the Ethnic Studies or African American Studies department
- C. Student-oriented and initiated project
- D. Demonstrate significant impact on students and sponsoring departments
- E. Encourage cultural education.

Limitations on Funding

The Fifth Account CANNOT fund events with entrance fees, for-profit endeavors, purchase of alcoholic beverages or illegal substances, travel outside the Bay Area, lodging, off-campus facility rentals, off-campus political activities, benefit concerts, individual or group research/honors projects, organizational retreats and trainings, or any course related events.

Student groups charging admission will be automatically denied funding.

- A. **Food** – The amount allotted for food or catering for an event shall not exceed \$500.
- B. **Honoraria** – The amount allotted for honoraria shall not exceed \$200 per individual. Any exception will be reviewed on a case by case basis, and must be approved by the Ethnic Studies Fee Committee. Additional paperwork including performer signatures and resumes is required for each honorarium.
- C. **Special Event Insurance**- The amount allotted for insurance shall not exceed \$200. **Note: your event may require event insurance, applicants hosting events on campus are advised to see Risk Management for further information and details**
- D. **T-Shirts/Gifts** – The Fifth Account cannot fund T-shirt, gift expenses, or banners.
- E. **On-campus Events Only** – The Fifth Account cannot fund off-campus events or transport outside of the 9 bay area counties including off-campus retreats.
- F. **Public Events Only** – events must display an open-door policy as well as a significant public influence to receive funding. The committee WILL NOT fund events that it deems private or exclusive.

Abuse of Funds

Groups found abusing funds, violating ASUC or Fifth Account Bylaws, or redirecting money to areas of their budget unapproved by the Fifth Account shall lose their funding.

Procedures

Once a group receives funding, any questions may be addressed via email with the Chair of the Ethnic Studies Fifth Account at 5thaccountchair@gmail.com. In addition, a follow up meeting may be requested via email before the following Thursday to review paperwork and procedures. The procedures for expenditures of these funds shall conform to regular ASUC policies and procedures pertaining to financial matters (consult ASUC Policy and Procedures Manual).

Final Report

Each project granted funding by the Ethnic Studies Fifth Account must submit the attached final report within two weeks of finishing their event(s). The final report must be written by the person who prepared this application. In addition, the attached sponsor report must be filled out by one of the signing sponsors of the event. Submit reports to Robert Jittrikawiphol of the ASUC Auxiliary in 406 Eshleman Hall. **Student groups who do not submit a final report are not eligible for funding the following academic year.**

Membership Conflict of Interest

When a member of the Ethnic Studies 5th Account Committee has their own proposal for funding before the committee, or a proposal they are intimately involved with, that member shall excuse himself/herself from discussion and voting. An alternate may serve in his/her place with full voting privileges.

Quorum

A quorum shall consist of a majority of voting members of the committee. The Chair and the ASUC advisor will hold non-voting positions. In the event of a tie, the Chair will be granted voting privileges. At no time shall a quorum be established unless the number of students equals or exceeds the number of faculty representatives.

APPLICATION GUIDELINES

1. Thoroughly review the following application and supplemental materials.
2. Complete the entire application.
3. Send the completed application via email to the committee chair, Cristina Doan, at 5thaccountchair@gmail.com **AT LEAST** 2 weeks before the next 5th account committee meeting in order to place your proposal on the meeting's agenda. Note that the application must be reviewed in a committee meeting *before* your event. Refer to the cover page of the application to see a list of meeting dates.
4. Submit the original and 14 double-sided copies with all the necessary signatures of application **pages 4-6** to the Ethnic Studies Fifth Account box in 200 Eshleman **AT LEAST** one week before the 5th Account meets. Late applications will not be guaranteed immediate review. **No funds will be allocated retroactively. Applications without all correct and necessary signatures will not be reviewed.**
5. Attend the meeting in which your proposal is reviewed. Please be prepared to provide a 1-minute overview of your application, explain the budget proposal, and answer questions. **If the representative cannot clearly articulate your event or needs, it will not receive its full funding request.** We ask that you step outside while funding for your proposal is deliberated.
6. If your project receives funding you are required to indicate 5th Account sponsorship on programs and/or flyers for the event.
7. If your project receives funding you are required to submit a follow-up report to the Ethnic Studies Fifth Account box in 200 Eshleman within two weeks of the date of your event. **Student groups out of compliance with this requirement risk future funding.**
8. If you have any further questions contact Cristina Doan at 5thaccountchair@gmail.com or Robert Jittrikawiphol at rjittri@berkeley.edu.

ETHNIC STUDIES FIFTH ACCOUNT REQUIRED ATTACHMENTS

- Short essays (3)
- Budget proposal

Short Essays

Please answer the following three prompts. Each answer should require no more than one page.

1. What is the purpose of your event? Is it in compliance with the goals of the Ethnic Studies Fifth Account? (yes) (no) (circle one).
Please explain how.
2. What roles will the Ethnic Studies/African American Studies Departments play in your project? How will your project impact the respective department(s)?
3. What other funding sources have been searched? Describe the process in which the student group has undergone funding sources (e.g. fundraisers, business contacts).

Budget Specifications

Please attach a **detailed** itemized budget of the **total cost** of the project and **specify** exactly which items/categories you would like the committee to fund. Please keep in mind the funding limitations of the Ethnic Studies Fifth Account. Refer to the sample budget to complete your application correctly.

*Two business estimates are required for printing services (e.g. posters, banners).

Sample Ethnic Studies Fifth Account Budget Proposal

Expenditure	Description	Total Cost	Account
<i>Food</i>	Breakfast (\$3 x 35 students)	\$65.00	[5 th Account]
	Lunch (\$5 x 35 students)	\$175.00	[5 th Account]
<i>Supplies</i>	Printing paper	\$20.00	*other income
	Art supplies	\$150.00	[5 th Account]
	Folders (35)	\$8.00	[5 th Account]
	Journals (\$7 x 35)	\$245.00	[5 th Account]
<i>Honorariums</i>	Guest speakers (\$100 x 2)	\$200.00	[5 th Account]
<i>Others</i>	Decorations	\$35.00	*other income
	Sound equipment rental	\$65.00	*other income
GRAND TOTAL		\$963.00	
5th Account Request		\$843.00	

ETHNIC STUDIES FIFTH ACCOUNT

APPLICATION FOR FUNDING

Title of Event(s): _____

Name of Organization(s): _____

Date of Event(s): _____

Location of Event(s): _____

Contact Person 1	Contact Person 2
Name:	Name:
Local Address:	Local Address:
Phone:	Phone:
E-mail:	E-mail:

Sponsorship

Signatures of sponsorship from two undergraduates declared in two different Ethnic Studies/African American Studies department(s) and one **tenured** faculty member is required. The application preparer and two contact people cannot be sponsors. (Endorsements will be verified.)

Student Sponsor #1	Student Sponsor #2	Faculty Sponsor
Name:	Name:	Name:
Department:	Department:	Department:
Phone:	Phone:	Phone:
E-mail:	E-mail:	
<i>I understand that I will be responsible for a one-page report due to the Ethnic Studies Fifth Account box two weeks after the event.</i>	<i>I understand that I will be responsible for a one-page report due to the Ethnic Studies Fifth Account box two weeks after the event.</i>	<i>I understand that I will be responsible for a one-page report due to the Ethnic Studies Fifth Account box two weeks after the event.</i>
Signature:	Signature:	Signature:

Please note that ALL copies must have required signatures before submitting for committee review

ASUC Sponsorship

Is this student group ASUC sponsored? € Yes € No

If yes, are ASUC funds being received? € Yes € No

Other Funding Sources:

Have you applied or received funding from any of these sources? (Please check all that apply) At least one other funding source is required.

Source	Amount	Check One
ASUC Student Group Funding	\$	€ requested € awarded
ASUC Grant (circle one) Multicultural Fund Public Service Fund Intellectual Community Fund Educational Enhancement Fund	\$	€ requested € awarded
Campus Department : _____	\$	€ requested € awarded
ASUC Contingency Fund (Senate)	\$	€ requested € awarded
Student Opportunity Fund	\$	€ requested € awarded
Off-campus Sponsorship : _____	\$	€ requested € awarded
Other: _____	\$	€ requested € awarded

Ethnic Studies Fifth Account Request

Total Amount [not to exceed \$2000]: \$ _____

ETHNIC STUDIES FIFTH ACCOUNT

CHECKLIST

- € Completed application including contact information, funding sources, and signed checklist
- € Signatures of sponsorship from two **declared** undergraduate student majors in different Ethnic Studies/African American Studies department(s)
- € Signature of sponsorship from a **tenured** faculty member in the Ethnic Studies or African American Studies departments
- € Thoughtful responses to the three prompts
- € Itemized total budget specifying requests from the Ethnic Studies Fifth Account
- € Businesses estimates for printing services (e.g. posters, flyers, programs) **Note: banners of any kind cannot be funded**
- € Confirmation of written reports from the 2008-2009 school year (for student groups applying for funding again) *check with the committee chair
- € Sent e-mail to the committee chair to place the proposal on the next meeting's agenda

Please review your application and supplemental materials. If any of the requirements are incomplete, the application will not be reviewed.

To submit the application: Combine the original and 14 double-sided copies of application pages 4-6 to the Ethnic Studies Fifth Account box in 200 Eshleman **AT LEAST** three weeks before your event requires funding. Late applications will not be guaranteed immediate review. **No funds will be allocated retroactively.**

Application Preparer's Contact Information
Name:
Department:
Phone:
E-mail:
Signature:

FINAL REPORT GUIDELINES

Applicants who receive funding are required to answer ALL questions and submit this final report and a sponsor's final report to the 5th account box on the second floor of Eshleman Hall at most 2 weeks after the date of the event.

NOTE: The final report **should not** be included in your initial submission to the 5th account committee. Please keep and submit after the event.

1. Name of official Event (please include flier):

2. Please give an overall summary of the event including both negative and positive outcomes:

3. Did this event meet the goals set forth in the application? If so, in what ways? In what ways did it not meet the goals?

4. What was the overall effectiveness of the event?

5. How many people attended the event?

6. Did you receive funding from any other sources? If so how much?

Application Preparer's Contact Information

Name:

Department:

Phone:

E-mail:

Signature:

Failure to submit a final report will result in a risk to any future funding from the Ethnic Studies 5th Account!

Sponsor Report

Note: must be one of the sponsors that you have listed for application above

Further note: do not fabricate a report, it is illegal, first of all, and will result in disqualification of funding and from future funding.

Sponsor: Please give an overall summary of the event including both negative and positive outcomes:

What was the purpose of the event? How well did the event fulfill that goal?

How many people attended the event? Were they from a broad spectrum of the campus/public/etc?

Sponsor Information:
Name:
Department:
Phone:
E-mail:
Signature: