



Request for Proposals

Fiscal Year 2013-2014

Application Instructions & Form

Proposals due by 5:00 p.m., on the following Dates:
Monday, August 12, 2013 for the August 28-February 28, 2014 funding period;
and
Monday, January 13, 2014 for the March 1-June 30, 2014 funding period

Applications received after the due dates will not be considered


Submit Proposals to:
Office of the President
Academic Core - Room 2H02
94-20 Guy R. Brewer Blvd.
Jamaica, NY 11451

Attn: Reginald Madden or to
rmadden@york.cuny.edu

Proposal Cover Page – York College – RFP Fiscal Year 2013-2014

Office of the President, AC- Room 2H02 Attn: Reginald Madden
 94-20 Guy R. Brewer Blvd., Jamaica, NY 11451

DUE: By 5:00 p.m. on due dates noted below. Late submissions will not be accepted.

York College		Request for Funding Proposal		
Auxiliary Enterprises		2013-2014		
Applicant Organization/Individual				
Project/Program Title:				
Project/Program Date:				
Primary Contact and Title:				
Department/Organization:				
Telephone:			E-Mail Address:	
Project/Program Profile				
Total Amount Requested: \$ _____ (Please attach a Line-Item budget)			Please check one: <ul style="list-style-type: none"> • Academic Success and Graduation • Student Retention/Recruitment/Advisement • Freshman Year Initiative • Environmental Sustainability (Green Initiatives) 	
Application Submission Checklist:				
Each Proposal must be submitted with the following: <ul style="list-style-type: none"> • Proposal Cover Page (this form) • Project/Program Summary • Line-Item Budget Request 				
Applications that do not contain all of the required documentation listed above will not be accepted for review.				
Printed Name of Department Head:			Title:	
Signature:			Date:	

Application Due Dates	Notification Dates	Funding Periods
Monday, August 12, 2013	Monday, August 19, 2013	August 27-February 28, 2014
Monday, January 13, 2014	Monday, January 20, 2014	March 1-June 30, 2014

Applications that are received after the above due dates will not be considered.

If there are any questions, please contact Reginald Madden at rmadden@york.cuny.edu or at extension 2350.

**YORK COLLEGE AUXILIARY
Request for Funding Proposal
DOCUMENT FORMAT REQUIREMENTS**

- The Project/Program Summary must consist of no more than two (2) typewritten pages.
- A minimum of 10-point font with single-spaced lines and one-inch margins.
- Only include information requested (no leaflets, promotional materials, flyers, etc.).
- Include only one set of the information requested – copies are not necessary.
- Do not use any special folders or bindings to enhance the presentation of your proposal.

DOCUMENT CONTENT REQUIREMENTS

The Proposal Summary should include the following information:

1. **Project Request:** Briefly summarize the nature and scope of the project/program for which you are submitting a funding request. This includes, but is not limited to, the major goals and objectives of this project/program.
2. **Project Participants:** Provide a brief summary of who is expected to participate and be involved in the project/proposal.
3. **Project Impact:** Please describe how the project/program will benefit its participants and/or the college community.

LINE ITEM BUDGET

Please provide a line item budget that includes the dollar amounts of all components required to complete each project/program. The total amount requested must not exceed \$1,200.00. Expenditure categories include:

- Honoraria (**CUNY, New York City, New York State, and Federal employees are ineligible to receive honoraria in cash or cash equivalent**). Please list all speakers, their affiliation, and the amount of the proposed honorarium (limit of \$400/speaker). **To assure that all applicable IRS regulations regarding honoraria are complied with, please contact the Business Manager prior to making a commitment of an honorarium to a prospective presenter.**
- Travel (economy rates)
- Materials/Supplies
- Light Refreshments (\$3.00 maximum for breakfast/person and \$6.00 maximum for lunch/person)*

*** New York State limits expenditures on refreshments to the amounts above.**

**York College Auxiliary Enterprises
Request for Proposal Guidelines
Fiscal Year 2013-2014**

I. BACKGROUND AND DESCRIPTION

The York College Auxiliary Enterprises provides funding for campus initiatives twice per year. All requests should be consistent with Auxiliary Enterprises By-laws, which state “all funds must be used to assist in developing, improving and increasing the programs, resources and facilities of York College to enable it to provide more extensive educational opportunities and services to its students, faculty, administrative staff, alumni and others in the college community.” The principal venues for achieving these goals are colloquia and seminars through which York College faculty and staff have an opportunity to explore topics of intellectual and pedagogical interest and importance. **The Auxiliary Board will attempt to support as many innovative proposals that will have an impact on student success and will give priority to those that support student retention, academic success, student life and environmental sustainability.**

Funded projects in the past year include:

Academic Departments Recruitment/Retention Events-\$500

Supplemental support of Art and Cultural Events-\$1200

Health and Wellness Events-\$1200

Mathematics Seminars -\$800

This RFP process does not provide support for research or for the acquisition of furniture and equipment. Such proposals should instead be directed to your Division Vice-President or Dean for funding consideration by other sources.

II. REQUEST FOR PROPOSALS

The Request for Proposals (RFP) is designed to solicit a broad response from faculty and staff members throughout the York College community for new teaching and learning ideas and strategies. The York College Auxiliary Enterprises operates on a fiscal year that begins July 1 and ends on June 30. It is, therefore, required that all initiatives and financial transactions occur prior to June 30. All applications must be received by 5:00PM on the application dates. Applications that are received after the due dates will not be considered. Decisions and application updates will be sent via e-mail on the notification dates listed on the proposal cover page. Decisions of the Auxiliary Board are final. Grant recipients will be asked to provide a written report on the outcome of their project. The report will be due in the President’s Office by July 31, the format for which will be provided at the time of award notification.

III. REVIEW PROCESS

Each proposal will be reviewed by members of the Budget and Contracts Committee with recommendations made to the full Auxiliary Board. The Board represents a broad range of academic disciplines, student representation, and Administration (including the President). The Budget and Contracts Committee reviews proposals at the

conclusion of each submission period and makes recommendations to full Auxiliary Board, which makes final funding decisions. Review criteria include the following:

- the relevance of the proposed project to York's overall mission of Student Retention/Recruitment, Student Life Enhancement, Academic Success, and Environmental Sustainability
- the intellectual quality and coherence of the proposal
- the ability of the proposed project to reach a broad York constituency
- the innovation of the approach
- the degree of faculty and student collaboration
- the appropriateness of the evaluation component
- the extent to which outcomes are clearly identified and follow-up activities specified; and
- the rationale for the proposed budget

IV. BUDGET

A maximum of \$1,200 will be available for each funded activity. Funding provided through this RFP process is subject to various constraints and limitations. All funds must be fully expended prior to the end of the fiscal year, June 30, 2014. Funding may not be rolled-over from one fiscal year to the next.

Project expenses may include:

- Honoraria (limit of \$400 maximum)
- Travel (economy rates)
- Materials and Supplies
- Refreshment (\$3.00 maximum for breakfast/person and \$6.00 maximum for lunch/person)
- **Expenses related to the use of the Performing Arts Center and for full color printing services should be included in the project budget.**

V. PUBLICITY

Funded projects/proposals are expected to conduct their own outreach and publicity to the College community (i.e. mailing lists, email lists, posted flyers, etc.). Auxiliary Enterprises **will not** fund any publicity efforts.

VI. ELIGIBILITY

- Current full-time faculty and staff members are eligible to apply
- Student clubs are not eligible to apply
- Only one application per department will be considered in each round
- Repeat applications are welcomed, but applicants must submit additional information as needed
- The same RFP projects/proposals will only be funded for up to a total of two (2) times by the York College Auxiliary Enterprises within a fiscal year, with the completion of a final report before the end of each funding period.
- All applications **MUST** be approved by the appropriate department head prior to submission.

**Please submit your proposals to:
Office of the President
AC- Room 2H02
Attn: Reginald Madden**

If there are any questions, please contact Reginald Madden at rmadden@york.cuny.edu or at extension 2350.