



Request for Proposals

Fiscal Year 2009-2010

Application Instructions & Form

Proposals due by 5:00 p.m., on the Due Dates

Submit Proposals to:

The Office of Administrative Affairs

Room AC-2H06

Attn: Ms. Peleya Patterson

94-20 Guy R. Brewer Blvd.

Jamaica, NY 11451

Proposal Cover Page – York College – RFP Fiscal Year 2009-2010
 The Office of Administrative Affairs, Room AC-2H06 ATTN: Ms. Peleya Patterson
 94-20 Guy R. Brewer Blvd., Jamaica, NY 11451

DUE: 5:00 p.m. on deadline dates indicated below

York College		Request for Funding Proposal	
Auxiliary Enterprises		2009-2010	
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 check one:	
\$ _____		<input type="checkbox"/> Academic Success	
(Please attach a Line-Item budget)		<input type="checkbox"/> Student Retention/Recruitment	
		<input type="checkbox"/> Student Life Enhancement	
Application Submission Checklist:			
Each Proposal must be submitted with the following:			
<input type="checkbox"/> Proposal Cover Page (this form)			
<input type="checkbox"/> Project/Program Summary			
<input type="checkbox"/> 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:	

<u>Deadline Dates</u>	<u>Notification Dates</u>	<u>Funding Period</u>
Friday, June 19, 2009	Tuesday, June 30, 2009	July 1- October 31, 2009
Friday, September 18, 2009	Friday, September 25, 2009	Nov. 1 – Feb 28,
2010		
Friday, Jan. 22, 2010	Friday, Jan. 29, 2010	March 1 – June 30, 2010

If there are any questions, please contact Dean Thomas at extension 2332 or at rthomas@york.cuny.edu

YORK COLLEGE AUXILIARY ENTERPRISES
Request for Funding Proposal
DOCUMENT FORMAT REQUIREMENTS

- The Project/Program Summary must consist of no more than two (2) type written 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 – additional copies are not necessary
- Do not use special folders or binding to enhance the presentation of your proposal.

APPLICATION 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 the project/program.
2. Project Participants: Indicate who is expected to participate in the project/proposal.
4. Project Impact: Please explain how the project/program will benefit its participants and/or the college community.

LINE ITEM BUDGET

The line item budget must include the dollar amount you would like to allocate to each expense that is required to complete the project/program. The total funding request should not exceed \$2,000. Expense categories may include but are not limited to:

- Honoraria (CUNY and government employees are ineligible for honoraria. Non-Resident Aliens will be required to complete GLACIER; an IRS software application that is used to determine eligibility to receive an honorarium and US income tax status.) Please obtain an Honoraria Form from the business office. Limit of \$300 per honorarium per year.
- Travel: economy rates (original receipts required)
- Materials/Supplies (original receipts required)

- Food (maximum of \$3.00 per person for breakfast and \$6.00 per person for lunch)*

*PLEASE NOTE: New York State regulations governing payment for refreshment are stringent. The following documentation is required to process payment for refreshment: a signed withdrawal form, an original invoice, a signed receiving report, a signed attendance sheet for events with up to fifty (50) participants, and a flyer or other promotional announcement.