



# Campus Life Proposals

## Academic Year 2016-2017

### *Application Instructions & Form*

**Proposals due by 5:00 p.m., on the following Date:  
October 3, 2016 for the Academic Year**

**Applications received after the due dates will not be considered**

**Submit Proposals to:  
Office of Administrative Affairs  
Academic Core – Room 2H06  
94-20 Guy R. Brewer Blvd.  
Jamaica, NY 11451**

**Attn: Nicole Williams or to  
nwilliams11@york.cuny.edu**

## Proposal Cover Page – York College – RFP Fiscal Year 2016-2017

<b>York College Auxiliary Enterprises</b>	<b>Campus Life Funding Proposal 2016-2017</b>
<b>Applicant Organization/Individual</b>	
Project/Program Title:	
Project/Program Date:	
Primary Contact and Title:	
Department/Organization:	
Telephone:	E-Mail Address:
<b>Project/Program Profile</b>	
<b>Total Amount Requested</b> (Not to exceed \$1250.00):  \$ _____ (Please attach a Line-Item budget)	<b>Please check one:</b> <input type="checkbox"/> Hispanic Heritage Month <input type="checkbox"/> Italian Heritage Month <input type="checkbox"/> African American History Month <input type="checkbox"/> Women’s History Month <input type="checkbox"/> Other _____
<b>Application Submission Checklist:</b>	
<b>Each Proposal must be submitted with the following:</b> <input type="checkbox"/> Proposal Cover Page (this form) <input type="checkbox"/> Project/Program Summary <input type="checkbox"/> Line-Item Budget Request	
<b>Applications that do not contain all of the required documentation listed above will not be accepted for review.</b>	
<b>Printed Name of Campus Life Event Organizer:</b>	
<b>Signature:</b>	<b>Date:</b>

<b>Application Due Date</b>	<b>Notification Date</b>	<b>Funding Period</b>
<b>October 3, 2016</b>	<b>October 24, 2016</b>	<b>Academic Year 2016/2017</b>

Applications received prior to the due date will be reviewed earlier if funding is needed prior to the notification date.

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

If there are any questions, please contact Nicole Williams or  
 nwilliams11@york.cuny.edu, extension 2332.

**YORK COLLEGE AUXILIARY Enterprises Corporation**  
**Campus Life Funding Proposal**  
**DOCUMENT FORMAT REQUIREMENTS**

- The Project/Program Summary must consist of no more than two (2) typewritten pages.
- A minimum of 12-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.

**DOCUMENT CONTENT REQUIREMENTS**

**The Proposal Summary should include the following information:**

1. **Project Request:** Briefly summarize the nature and scope of the Campus Life project/event for which you are submitting a funding request. This includes, but is not limited to, the major goals and objectives of this project/event.
2. **Project Participants:** Provide a brief summary of who is expected to participate and be involved in the Campus Life project/event.

**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 \$1,250.00. 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
- Though we understand food is important in regards to events, it should not be the major funding purpose of the Campus Life proposal. 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 Corporation**  
**Campus Life Funding Proposal**  
**Academic Year 2016-2017**

**I. BACKGROUND AND DESCRIPTION**

The York College Auxiliary Enterprises provides funding for various Campus Life events such as Hispanic Heritage Month, Italian Heritage Month, African American History Month, Women's History Month, etc. 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 Campus Life projects/events should fall within the nationally recognized and commonly practiced cultural and ethnic heritage months through which York College faculty and staff have an opportunity to explore and celebrate campus diversity and importance. **The Auxiliary Board will attempt to support as many Campus Life proposals as possible based upon financial availability.**

Campus Life funding 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 Campus Life Proposals are designed to solicit a broad response from faculty and staff members throughout the York College community for events that fall within the nationally recognized and commonly practiced cultural and ethnic heritage months. 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 date. 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 June 30, 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 the 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 campus life and diversity
- the intellectual quality and coherence of the project/event

- the ability of the proposed project/event to reach a broad York constituency
- 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 \$1,250 will be available for each funded project/event. Funding provided through this process is subject to various constraints and limitations. All funds must be fully expended prior to the end of the fiscal year. 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
- Refreshments (\$3.00 maximum for breakfast/person and \$6.00 maximum for lunch/person) **providing that the sole request or a majority of the request is NOT for food alone.**
- **Expenses related to the use of the Performing Arts Center and for full color printing services should be included in the project budget, as the Auxiliary Enterprises will not cover printing or advertising costs.**

#### **V. PUBLICITY**

Funded projects/events 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
- Projects that are geared more towards Department-specific events (e.g student advisement, accreditations, student/faculty workshops, etc.) might be considered, but may be directed to the appropriate Deans or other campus offices.
- Repeat applications are welcomed, but applicants must submit additional information as needed
- RFP projects/proposals **MUST** occur within the **CONCURRENT** funding period. Proposals that cover other funding periods will be disqualified.
- All applications **MUST** be approved by the appropriate department head prior to submission.

**Please submit your proposals to:  
Office of Administrative Affairs  
Academic Core – Room 2H06**

If there are any questions, please contact Nicole Williams [nwilliams11@york.cuny.edu](mailto:nwilliams11@york.cuny.edu) or at extension #2332