

Request for Proposals

Fiscal Year 2019-2020

Application Instructions & Form

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

Fall – Wednesday, September 18, 2019 for the October 1, 2019 - February 29, 2020
funding period
Final Report due – March 30, 2020;

Spring - Monday, January 6, 2020 for the March 1, 2020 – June 30, 2020 funding period
Final Report due – July 31, 2020;

Summer - Friday, June 5, 2020 for the July 1, 2020 – September 30, 2020 funding period
Final Report due – October 31, 2020


Applications received after the due dates will not be considered

**Submit Proposals to:
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 2019-2020

Administrative Affairs, Academic Core- Room 2H06 Attn: Nicole Williams
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 Auxiliary Enterprises	Request for Funding Proposal 2019-2020	 YORK COLLEGE <small>The City University of New York</small>
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: <input type="checkbox"/> Student Academic or Cultural Enhancement <input type="checkbox"/> First and Second Year Student Retention <input type="checkbox"/> Faculty Professional Development Event Focusing on Pedagogy	
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>Application Due Dates</u>	<u>Notification Dates</u>	<u>Funding Periods</u>
Wednesday, September 18, 2019	Monday, September 30, 2019	October 1, 2019-February 29, 2020
Monday, January 6, 2020	Monday, February 3, 2020	March 1, 2020-June 30, 2020
Friday, June 5, 2020	Monday, June 15, 2020	July 1, 2020 – September 30, 2020

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

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

YORK COLLEGE AUXILIARY Enterprises Corporation
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
- Though we understand food is important in regards to events, it should not be the major funding purpose of the RFP. Light refreshments (\$5.00 maximum for breakfast/person and \$12.00 maximum for lunch/person)*

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

**York College Auxiliary Enterprises Corporation
Request for Proposal Guidelines
Fiscal Year 2019-2020**

I. BACKGROUND AND DESCRIPTION

The York College Auxiliary Enterprises provides funding for campus initiatives three times 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 Academic or Cultural Enhancement, First and Second Year Student Retention or Faculty Professional Development Event Focusing on Pedagogy.**

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 Administrative Affairs by October 31, 2019 for the July 1, 2019 – September 30, 2019 funding period, March 30, 2020 for the October 1, 2019 – February 29, 2020 funding period, and July 31, 2020 for the March 1, 2020 – June 30, 2020 funding period, 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 Academic or Cultural Enhancement, First and Second Year Student Retention or Faculty Professional Development Event Focusing on Pedagogy
- 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, 2020. 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 (\$5.00 maximum for breakfast/person and \$12.00 maximum for lunch/person) **provided 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.**

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
- 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 of 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.**
- 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 at the end of each funding period.
- All applications **MUST** be approved by the appropriate department head prior to submission.

**Please submit your proposals to:
Administrative Affairs
Academic Core- Room 2H06
Attn: Nicole Williams**

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