

November 23, 2022

GRADUATE STUDENT ASSOCIATION
GRADUATE STUDENT COMMONS
PRINCIPAL OFFICERS
STUDENT UNION ASSEMBLY
STUDENT UNION GOVERNANCE BOARD
STUDENT ORGANIZATIONS

Re: Student Fee Advisory Committee Request for Proposals

Dear Principal Officers and Student Leaders:

The Student Fee Advisory Committee (SFAC) is pleased to announce the 2022-2023 call for proposals to allocate the Student Services Fee, Measure 7, and Equity in Mental Health¹ funds. Please read this memorandum carefully, paying close attention to all requirements, procedures, and deadlines.

Funding Call for the Student Services Fee, Measure 7 Fee, and Equity in Mental Health Fund

Vice Chancellor for Student Affairs and Success Akirah Bradley-Armstrong has invited SFAC to make funding allocations of the Student Services Fee and Measure 7 from the following pool of one-time funds:

	<u>One-Time Funds</u>
Student Services Fee/Measure 7	\$710,384
Equity in Mental Health Funding	\$90,000

The Student Services Fee was established as a supplement to tuition to support the services and programs offered to students that are not a part of the core academic mission of the university. Please refer to the [UC Office of the President Student Services Fee guidelines](#), including [Policy 3101](#) and the [Council on Student Fees Standing Policy 2](#) for more information about the appropriate use of the Student Services Fee.

Fund Descriptions

In 2003 the student body voted Measure 7 into effect, creating a new campus-based fee known as the Student Programs Fee. The funds generated by this fee are under the purview of SFAC and are to be used for student programs that enrich the student experience while attending UC Santa Cruz. Like the Student Services Fee, Measure 7 funds are designated for programs that are complementary to, but not a part of, the core academic mission of the university. Please refer to the [Measure 7 ballot language](#) for more information about the appropriate use of Measure 7

¹ See Equity in Mental Health Funding Plan description on Page 2.

funds. Please note that [Section 80](#) of the Student Handbook includes direction on the appropriate uses for campus based fees.

In 2021, the University of California developed an [Equity in Mental Health Funding Plan](#), which supports universal prevention, early intervention, and treatment services for students. The plan uses an allocation methodology that takes into account the base level of support required at each campus, an Equity Index (i.e., accounting for the mental health needs of underrepresented and food- and housing-insecure students) and enrollment levels. The monies for the Equity in Mental Health Funding initiative were made available via The Budget Act of 2021 (California Assembly Bill 128), which includes \$15 million in ongoing funds to address student mental health needs at the University of California. A portion of the Equity in Mental Health Funding that was allocated to UCSC has been designated for student initiated programs that support the following: Holistic Treatment and Recovery, Early Intervention and Collaborative Well-being Programs, or Comprehensive Universal Prevention and Wellness Programs. For more information on the Equity in Mental Health Funding, [please visit this website](#).

Process

During this funding cycle, SFAC will review proposals submitted by various campus units and student organizations and will make funding recommendations to the Vice Chancellor for Student Affairs and Success, who will then disburse the final allocations. Please note that individual student initiatives are not eligible for the SFAC funding call.² When reviewing proposals, SFAC will consider how closely the program/service detailed in the proposal follows the spirit and guidelines surrounding the Student Services Fee, Measure 7 Fee, and Equity in Mental Health Fund, as well as how the funding provided will positively impact UC Santa Cruz students.

The following is a list of activities that SFAC has funded in the past during its annual funding call: salary and benefits for staff positions, salary and benefits for student positions, student programs, supplies and expenses, minor maintenance projects, technology, etc. Based on past funding requests, the committee highlights the following guidance: neither Student Services Fee funds nor Measure 7 funds may be used to fund instruction, which includes not being able to fund the tuition and fees of an undergraduate or a graduate student employee.

SFAC appreciates the creativity and dedication needed by units and student organizations to craft programs that serve UC Santa Cruz students. Given the limited revenue from the Student Services Fee and Measure 7 Fee, SFAC has historically been unable to fund all of the proposals during a funding call. With that said, we are committed to allocating the funds in a way that supports diversity, equity and inclusion, historically excluded groups, mental health, public health, a sense of belonging and community, and student retention.

² Individual students seeking funding may consider the Division of Student Affairs and Success [student funding](#) process as an alternate option.

Application Information

Part 1a: Written description of your program. The online application includes a series of prompts asking for specifics about your proposed program, including the goals of the program, the impact for UCSC students, and how much financial support is requested for each component of the program. The committee uses a metric to evaluate the merits of each proposal, with overview weighted 10%, student impact 40%, outreach 10%, and funding and budget documents 40%. Please ensure that your proposal is complete, clearly written, and specific in addressing the questions posed in the online application. For those student groups requesting Equity in Mental Health Funds, please note that the application includes some additional questions.

Part 1b: Equity in Mental Health. This section of the application includes additional questions for those student groups seeking to apply to be awarded Equity in Mental Health funding. Part 1b will emerge if a requester clicks the "Supporting equity in mental health" option in Student Impact.

Part 2: Budget sheet with expenses and description. The budget sheet should include an itemized list of expenses, including payroll, benefits, supplies, travel, programming, etc. Next to each expense, write a brief description of that line item. The idea is that your budget sheet will be a self-explanatory overview of your program and how much each aspect of it costs. Indicate the line items that SFAC should prioritize in the event that only partial funding is available. The budget sheet is the document that committee members spend the most time discussing.

Part 3: Fiscal Year 2023 permanent budget for the requesting unit. A unit's permanent budget gives us a better idea of the unit's other sources of funding in the event that only partial funding is available for a program. Student organizations are not required to submit a Fiscal Year 2022 permanent budget.

Process and Timeline

Part 1: Draft a proposal by responding to the prompts on the [application](#) and completing the [budget template](#).

Part 2: Review your proposal with a member of SFAC to ensure its completeness. You may visit with any SFAC member by sending an email request to set up an appointment at least 24 hours in advance. Contact information for members may be found on our [website](#). In addition, SFAC will be offering informational workshops where this requirement can be met. A recording will also be offered for those who cannot attend. These workshops will be held remotely as follows, via Zoom:

- Friday, December 2nd at 3:00 pm ([Zoom Link](#))
- Tuesday, January 10th at 6:00 pm ([Zoom Link](#))

The proposal need not be complete for the meeting or workshop. However, it should contain enough information so that a member of SFAC may provide appropriate feedback.

Part 3: Submit the [online application](#). Proposals are due no later than 11:59 PM on Friday, January 13, 2023. Any proposals submitted after this time will not be considered. The Qualtrics form application is required, and no alternate forms for the proposal will be accepted. Complete applications will include the two attached documents:

1. Detailed program budget for the proposed activity. We require proposal authors to use this [budget template](#).
2. Fiscal Year 2023 Permanent Budget for the requesting unit. Student organizations are not required to submit a permanent Fiscal Year 2022 budget.

Part 4: SFAC reviews proposals during winter quarter 2023. It is likely that units will be notified of funding awards no earlier than spring quarter 2023, so plan your requests accordingly. For instance, most proposals will plan their implementation for 2023-2024.

This information and related documents are also accessible [here](#). Please contact Lucy Rojas, Adviser to SFAC, with any questions at larojas@ucsc.edu. Thank you for your time; we look forward to hearing from you.

Sincerely,
Andy Huynh
Charlene Proo
Co-Chairs, Student Fee Advisory Committee

CC: Assistant and Associate Deans
Associate Vice Chancellors
Chiefs of Staff
Department Managers Group
Executive Advisors
Executive Assistants
Graduate Advisors Group
Vice Chancellor Bradley-Armstrong
Student Fee Advisory Committee

Encl: [Units Eligible for SSF Funding](#)
[Units Eligible for M7 Funding](#)
[Equity in Mental Health Funding](#)