

November 7, 2024

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 2024-2025 call for proposals to allocate the Student Services Fee and Equity in Mental Health funds. Please read this memorandum carefully, paying close attention to all requirements, procedures, and deadlines.

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

Acting Vice Chancellor for Student Affairs and Success John Bollard has invited SFAC to make funding allocations from the following pool of one-time funds:

	<u>One-Time Funds</u>
Student Services Fee	\$400,000
Equity in Mental Health Funding	\$100,000

IMPORTANT: Due to the continual trend of partial funding, SFAC is limiting the amount of funding per request to no more than \$75,000. In addition, sponsoring organizations can submit no more than three proposals. Sponsoring organizations may jointly request funds, however, a joint request is limited to \$120,000 with a maximum of 2 unique proposals.

Fund Descriptions

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.

Regarding the allocation of the **Student Services Fee**, the SFAC will follow guidelines established in the [Council of Student Fees Standing Policy 2](#) which outlines the following:

Programs and functions of student service units that are inappropriate for Student Services Fee funding in whole or in majority can be divided into two classes:

Class One: Inappropriate for any Student Services Fee funding

1. Enrollment/Registrar/Admissions Services
2. Financial Aid Administration
3. University Libraries
4. Alumni Affairs and Alumni Student Services
5. Planning and Budget Administrative Units
6. Instructionally-related Capital Improvements
7. Business operations within the Office of the Vice Chancellor for Student Affairs
8. Auxiliary Units (i.e. Housing and Parking Services)
9. Business operations and academic services within the Offices for Students with Disabilities

Class Two: Inappropriate for majority Student Services Fee funding

1. Intercollegiate Athletic Programs
2. New Student/Transfer Student Orientation Programs
3. Learning Skills Centers
4. Educational Opportunity Programs
5. International Student Programs

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.¹ 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 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: Student Services Fee 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, 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.

Application Information

What SFAC looks for in each proposal:

- The department or organization's short and long-term goals
- The feasibility of implementing the activities that are proposed (including outreach methods, budget items, and the plans for implementation and operations)
- Overall significance of the issue that the unit/program/organization to students, including to what degree does the issue impact students
- Number of students - and what specific populations of students - will be impacted by the proposed activities
- Clarity of budget document and detailed descriptions indicating what units/organizations want funded
- The use of SFAC's provided budget sheet.

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 the following structure for evaluation:

- Overview 20%
- Student impact 30%
- Feasibility 20%
- Funding plan and budget documents 30%.

¹ Individual students seeking funding may consider the Division of Student Affairs and Success [student funding](#) process as an alternate option.

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. Please refer to the [website](#) to learn more about the guidelines on Equity in Mental Health funding and the units/programs that received funding from the previous year.

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. When planning your budget, please be mindful of planning for inflation and/or increases to costs for payroll etc. as the implementation for your program will be the next fiscal year. SFAC cannot be responsible for increased costs, etc. and can only fund the award amount that is allocated. If there are errors in budget planning and/or cost increases, this is the responsibility of the group that is making the request.

Part 3: Fiscal Year 2025 operating budget for the requesting unit. A unit's operating 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 2024 operating 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:

- Wednesday, November 13th, 3-4 pm via [Zoom](#)
- Sunday, November 24th, 3-4 pm via [Zoom](#)
- Tuesday, November 26th, 12-1:00 pm via [Zoom](#)

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. **The deadline to complete a consultation session is December 6, 2024 at 5:00 pm.**

Part 3: Submit the [online application](#). Proposals are due no later than 5:00 PM on Thursday, December 19, 2024. Any proposals submitted after this time will not be considered. The Google 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 [provided budget template](#).
2. Fiscal Year 2025 Operating Budget for the requesting unit. Student organizations are not required to submit an operating Fiscal Year 2025 budget.

Part 4: SFAC reviews proposals during winter quarter 2025. It is likely that units will be notified of funding awards no earlier than spring quarter 2025, so plan your requests accordingly. For instance, most proposals will plan their implementation for 2025-2026.

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,
Marshall Ibanez
Chair, 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](#)
[Equity in Mental Health Funding](#)