

**College of Staten Island
Campus Activities Board (CAB)
Community Proposal Submission Process**

SUBMISSION PROCESS:

1. Community Proposals are accepted twice a year. The deadline for Fall proposals is traditionally in late April. The deadline for spring proposals is traditionally late November. Deadlines are announced via everyone email to all faculty and staff, or you can call 718.982.3268. All applications *with supporting documentation* must be submitted to the Campus Activities Board (CAB) via the online grant request form located on CSI Campus Connection (<https://connect.csi.cuny.edu/form/start/30876>)
2. Please keep in mind that the money you are requesting is Student Activity fee funding and therefore any expenditure must follow the CUNY fiscal guidelines, CUNY Facility Usage Policies, CUNY Off-Campus Domestic Travel Guidelines, CSI Association and Office of Student Life guidelines as outlined in the *Student Organization Handbook*. Copies of this handbook are available in the Office of Student Life or online at the Student Life web site for review.
3. Community Proposals may only be submitted by College offices and programs, other student activity fee funded groups and outside organizations are not eligible for funding.
4. CAB will not approve funds in an amount more than \$3000.00 for any specific proposal. In addition, an individual department may submit as many events as they choose, but CAB will only fund one event per department.
5. For questions about the process, please contact Debi Kee at 718.982.3268 or email debi.kee@csi.cuny.edu

BEFORE YOU BEGIN:

It is recommended you have the following information available before starting the online submission form:

1. Event Title, Description and Learning Goals
2. Proposed Date, Time and Place for Event.
3. Typed and saved document with budget proposal (with expense lines). Example: Refreshments: \$300.00 (menu will include cookies, coffee, and tea for \$ per person); Promotional Items: \$300.00 (purchase 200 pens with College and department logo).
4. Performer/Speaker Information – name(s), contact information, proposed fee, bio/resume and comparable info (if applicable).
5. Marketing plan or other information that will support your request.

DOCUMENTATION:

The following documentation should be submitted with your proposal (when applicable).

- COMMUNITY EVENT REQUEST FORM:** Completed online form <https://connect.csi.cuny.edu/form/start/30876>.
- LEARNING GOALS AND INFORMATION ON HOW EVENT SUPPORTS COLLEGE, DEPARTMENT OR CAB MISSION AND GOALS.** CAB is committed to providing programs that support the academic mission of the College, as well as programs that help in the personal and professional development of CSI students. Please share as part of your proposal what you believe students will learn from participation in your program and how the program meets the mission of the College, your department or CAB.
- SPEAKER/PERFORMER:** Specific information about the performers, speakers, or group (biography or summary of performing group, video, tape/CD, rider/contract, etc.). CAB must have the name(s) of the performer before approval will be given for funding.
- COMPARABLE INFORMATION:** Any performer whose fee exceeds \$400.00 must provide three comparable engagements where they were paid the same or a similar fee.
- BUDGET INFORMATION:** Please provide information on the total cost of your program and information on other sources of funding for this program, including who you are requesting additional funding from (specifically student activity funding body requests, such as SG, Clubs, etc.), how much, and for what purpose. CAB reserves the right to *deny or withdraw* funding for programs where additional funding is being requested, has already been approved, or is requested and approved by another student activity fee body in addition to CAB. Don't forget to include any money your department or organization may be contributing. Please provide a specific breakdown on how funding will be spent (e.g. refreshments, supplies, names of performers and fees per performer, promotional items, etc.)
- REFRESHMENTS:** Please provide an itemized breakdown of estimated cost of refreshments including comparable information from Auxiliary Services if proposal is for an outside vendor. All requests must be within the guidelines as outlined in the meal expenditure policy (copies are available in the Office of Student Life).
- PUBLICITY/PROMOTION:** Include your plan for promoting this event to the campus/community
- FUNDRAISING:** Please provide information on any fundraising activities that will take place at event. *Please note:* if the proposal is for a program that will be open to the community CAB may wish for there to be a fee for attendance by the community at the event.
- FACILITY FEES:** If there will be costs associated with the use of a specific facility, please provide a detailed breakdown of the costs.
- TRANSPORTATION:** If transportation or airfare is necessary for the performance or attendance, please include three bids for this service and contact information for each company/airline contacted.
- HOTEL ACCOMODATIONS:** Please acknowledge if hotel will be required for this performance and when.

- ❑ **SOUND AND LIGHTS:** Will sound or lighting need to be contracted for this event. Please check with the performer and the facility prior to submitting a proposal to find out their technical needs/capabilities.
- ❑ **DECORATIONS/SUPPLIES OR OTHER ITEMS THAT MAY REQUIRE FUNDING:** Include an estimated itemized cost with supplier information for purchase of these supplies.

NOTE: The more information you provide CAB for consideration of your proposal the more likely funding will be granted in a timely manner. CAB reserves the right to change the proposed funding allocations, as well as the right to deny funding for a proposed program.

PROPOSAL REVIEW PROCESS:

1. All information will be verified and comparable information checked.
2. A CAB subcommittee will review all proposals submitted by the deadline and will present its recommendations to the full board at one of their meetings. You may be asked to set-up a meeting with a CAB representative prior to the board meeting to review your proposal and clarify/confirm all information.
3. If CAB approves your proposal, it will be forwarded to the CSI Association and Student Government for approval. Once approval has been obtained, a letter confirming the funding allocation and requesting a meeting will be sent to you. Please note that confirmation may not be finalized until the start of the semester during which your event will be held. You must schedule a meeting with the Associate Director of Student Life/Activities to confirm funding allocations, discuss event details and process paperwork for funding requests.

For more information or if you have questions, please contact:

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