

Kresge College
INDIVIDUAL STUDENT PROJECT FUND

Kresge College offers annual support for a limited number of undergraduate Kresge student projects. Several project types are eligible for consideration: 1) scholarly research; 2) creative and performance work; and 3) public events or similar projects that make substantive contributions to community solidarity, or to social, political, or environmental awareness. The Individual Student Project Fund seeks to emphasize support for individual students; registered student organizations seeking funding should seek Core Council Funding through Student Organization Advising & Resources (SOAR).

Funding for individual projects can be matching, partial, or full. Awards are granted based on the merit of the proposed project and the expected benefit of the project to the college and /or university community. An effort will be made to maximize the number of students who may benefit from these limited funds. Please direct any questions about the proposal and award process to Academic Programs Coordinator Beth Hernandez-Jason at <bhj@ucsc.edu>.

ELIGIBILITY GUIDELINES

1. The applicant must be a registered undergraduate student affiliated with Kresge College when the proposal is submitted, and during the time the funds will be used. Students receiving funds for summer projects do not have to be registered for Summer Session but must register for the following fall or winter quarter.
2. Requests in excess of \$500.00 will not be considered.
3. The fund will not subsidize Education Abroad programs, class enrollment fees, salaries, or personal living expenses.
4. Transportation expenses are given the lowest priority except as outlined in item 9.
5. Senior theses will be considered for funding only if support has been requested from appropriate Departments or Divisions and those departments can provide a letter confirming that the applicant is not receiving funding from them.
6. No project may receive support more than once from this funding source. The funds cannot subsidize ongoing projects or recurring or annual events.
7. The applicant must be able to demonstrate the technical ability to carry out the project successfully and according to schedule.
8. At least one letter of support from a relevant UCSC faculty adviser/sponsor (or staff adviser when appropriate) must accompany the proposal. Please also have them sign the endorsement on the checklist on page 4.
9. Expenses to attend conferences, seminars, workshops, etc., are provided only if the student has a paper accepted for presentation and with the sponsorship of a relevant UCSC faculty member.
10. Projects already completed will not be considered.
11. Campus accounting procedures specify that funds are not intended to be spent on gift items. Funding for gifts and mementos, including recognition or award plaques will not be approved. In addition, funds will not be provided for monetary gifts to be turned over to another source. Low priority will be given to costly food budget items except in cases where the cost is justified in connection with the success of the project.
12. The sponsor of a project must apply for funds directly. If an event is to be co-sponsored, a proposal may be co-authored.

APPLICATION REQUIREMENTS

- All proposals must use the Application Form as a cover sheet. (Form is attached to these guidelines.)
- The original proposal must include the checklist on the back of the Application Form.
- Abstract - Accompany the body of your proposal with a brief summary of your project.
- Narrative
 - The narrative description of the project must be typewritten, double spaced, and limited to three pages.
 - Include the following sections:
 - Background or need for the project. What you are proposing and why.
 - Objective(s). What are the proposed outcomes of the project
 - Procedures. How the objectives will be met; the design of the project.
 - qualifications. describe your ability to carry out the project.
 - Dissemination of results. Who benefits or is affected? How?
- Budget: All proposals must include a complete, itemized budget, preferably with price quotes from specific vendors.

Proposals will be evaluated for funding two times during the academic year. **Deadlines are the first Friday of December, and the second Thursday in February. Applications must be emailed or turned in to the College Office by 4pm (attn.: Beth Hernandez-Jason).**

It takes several weeks from each deadline until the funding decision is made, so plan accordingly. You will be notified by mail at the address you include on the Application Form.

Funds will be distributed in a manner in keeping with University accounting policies and procedures. Funds will be dispensed in accordance with the budget presented in your proposal and in accordance with any stipulations in your award letter. Once an award has been made, this budget may not be altered without approval from the funding source. **These funds lapse at the end of the current fiscal year (June 30) unless special arrangements are made with the person administering your award before June 1.**

COVER SHEET

This form serves as a **cover sheet** for your actual proposal. It is required of all applicants.

- This form must be clear and legible.
- Do not say "See Attached" when asked for information. At least a summary of the answer is required.
- Include the checklist.

SUBMISSION: turn in proposal (including completed checklist and letters of support) via email to the Academic Programs Coordinator (bhj@ucsc.edu) or bring it to the Kresge College Office, on or before the listed due date for each quarter. The Kresge College Office is open 9:00am-12:00 and 1:00-4:00, Monday through Friday. We also recommend you keep a copy for your records.

Name of Lead Student: _____

College: _____ Phone: _____

Email: _____ Student ID#: _____

Complete Mailing Address: _____ City/Zip _____
(Award letter will be sent to this address. Notify college of address changes.)

Project Title: _____

Quarter in which funds will be used: _____

Project Category: _____

Research (Specify academic area)

Public Event (Include date, location)

Brief Abstract (Please limit length to this space): _____

Total Budget for this project \$ _____

Funds requested / received from other sources* \$ _____ From _____

\$ _____ From _____

\$ _____ From _____

Amount requested from Kresge Student Project Funds \$ _____

*If no other funding has been received or requested, please explain what efforts have been made. _____

CHECKLIST

Please answer all of the following questions with a YES or a NO.

- _____ Are you a Kresge undergraduate student?
- _____ Are you currently enrolled and will you be enrolled when funds are used?
- _____ Has this project been funded by the Individual Student Projects Fund in the past?
- _____ Has the project been completed?
- _____ Is this proposal for an Education Abroad or Community Studies Program?
- _____ Have you included a complete itemized budget?
- _____ Does your proposal include a request for class enrollment fees?
- _____ Does the total budget include payment of salaries?
- _____ Is the proposal for travel to present a conference / workshop paper?
- _____ Have you requested a letter of recommendation from your sponsor?

Applicant's Signature

Date

ENDORSEMENT OF FACULTY/STAFF ADVISER

1. I believe the proposed project has merit and agree to supervise the student and the project if this application is approved.
2. I understand that my responsibilities include a written evaluation of the completed project and the work of the student(s).
3. I will also submit a letter of recommendation under separate cover (email to bhj@ucsc.edu or send through intercampus mail) to the Kresge College Office by December 15th for Winter or February 10th for Spring.

Faculty / Staff Name: _____ Faculty / Staff Signature: _____

Email: _____ Date: _____