SAPFB

INFORMATION SESSION

Student Activities and Program Fee Board
PRESENTATION OUTLINE

• SAPFB Purpose
• Application Overview
  – Funding Eligibility
  – Application Procedure
  – Funding Limitations
• Sample Presentation
• Accessing Funds
• Q & A
WHAT IS THE PURPOSE OF SAPFB?

SAPFB provides financial support for co-curricular programs and activities planned and held by Registered Independent Organizations (RIOs), University Departments, Programs, and University Affiliated Groups.

SAPFB should not be the primary financial support for events or activities, but rather it is the SAPFB’s intent to complement and support the student experience.
FUNDING ELIGIBILITY

Your group MUST be one of the following:
A UH Mānoa:
• Registered Independent Organization (RIO)
• Department or Program
• Affiliated program

AND

must have an interest in promoting CO-CURRICULAR PROGRAMS benefitting the UH Mānoa student body
FUNDING ELIGIBILITY: RIOS

Must be in good standing and registered with the Office of Student Life and Development (SLD) by the SAPFB application deadline.

RIO status will be checked PRIOR to signing up for funding hearing time slot.

For RIO information, contact James Frizzell sld@hawaii.edu.
FUNDING ELIGIBILITY: NON-DISCRIMINATORY

Must be NON-DISCRIMINATORY with regards to:
“race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard absence, or status as a covered veteran”

(Executive Policy EL202 on Nondiscrimination and Affirmative Action)
FUNDING ELIGIBILITY: SECTARIAN GROUP FUNDING

According to University policy, SAPFB “will not disburse any funds from RIO funding programs that are intended to actually benefit a sectarian program or activity of an RIO.”

Apply the 3-prong Lemon test:
1. Does the program have a valid purpose?
2. Does the primary effect of the program advance religion?
3. Will the program create an excessive entanglement of church and state?
APPLICATION PROCEDURE

The application process requires the following:

1. Attend an Information Session
2. Submit the online application
3. Sign up for a Funding Hearing (via emailed link)
4. Present at the Funding Hearing

IMPORTANT

Applications are only accepted **ONLINE**
Disability access options available upon request
APPLICATION PROCEDURE:
ONLINE APPLICATION - BUDGET PREP

• A maximum of 3 events per group can be submitted.
• Joint events between 2 groups are counted as one event for each entity
• Submit final budget AND PowerPoint Presentation(s) with the online application
• Funding Hearing sign up link will be emailed separately
APPLICATION PROCEDURE:

DEADLINE

Application **must** be received by

SUNDAY September 25\(^{\text{TH}}\) 2016 at

11:59pm
APPLICATION PROCEDURE: ONLINE APPLICATION - BUDGET PREP

• Use the SAPFB budget template, using only **ONE** Excel file.

• Multiple budgets?
  – Add new tabs
APPLICATION PROCEDURE: ONLINE APPLICATION - BUDGET PREP

• Use the SAPFB budget template, using only ONE Excel file.
• Multiple budgets?
  – Add new tabs
• Include all possible pricing options
APPLICATION PROCEDURE: ONLINE APPLICATION - BUDGET PREP

- Prioritize what is most important
- Be specific and detailed
- Update the budget
- Find competitive price ranges for each
- Provide reasoning behind choices
APPLICATION PROCEDURE: FUNDING HEARING SIGN UP

• Funding hearing sign up and confirmation will be e-mailed to the listed organization contact(s)

• Only hawaii.edu e-mails may be used for contact and sign-up

Please note:
Organization contact(s) are responsible for notifying their group of deadlines and/or other relevant information. Irresponsibility of the organization contact(s) is not an excuse to why groups did not meet deadlines or any other failed action.
APPLICATION PROCEDURE: FUNDING HEARINGS

• One (1) hearing slot is required for each event submitted*

• Confirmation of the hearing date & time will be sent to individual(s) you listed as a contact
  – Please list the individual(s) who will be attending the hearing as your point of contact(s) on the form
  – Only hawaii.edu e-mail addresses may be used for contact and sign-up

• Failure to attend a hearing will result in the forfeiture of your event(s)

*Unless a Micro Award
APPLICATION PROCEDURE: FUNDING HEARINGS

• Format
  – 10 Minutes
    • 5 min for presentation / 5 min or Board Member Questions
  – Use your time wisely

At least one authorized representative must attend.
Send someone with knowledge about the organization and budget: President, budget author, or the head of the organization
APPLICATION PROCEDURE: MICRO AWARDS

• Awards under or equal to $1000 shall be considered a Micro Award
• Do not require an in-person funding hearing
• Reviewed and voted on by the board
• Requirements:
  – Online application
  – PowerPoint Presentation with budget
FUNDING LIMITATIONS

Awards will not be made for the purpose of:

– Fundraising (costs related to the planning or presentation of fundraising events),
– Gas
– Parking Passes
– Rental car insurance (except for out-of-state collision damage waiver)
– Salaries / wages
– Honorariums
– Tips/gratuities (unless automatic)
– Alcohol
– Club dues (including national chapter registration or membership dues)
– Operating equipment.
– Prizes/gifts such as giftcards, centerpieces, t-shirts, et cetera

See also, for other limitations in purchasing, APM A8.225 Limitations in Purchasing. This list is not intended to be exhaustive and payments for other expenditures deemed inappropriate may be disapproved.
FUNDING APPLICATION

SAPFB is looking specifically for...

- Significance and Purpose of the Activity/Event/Program
- Possibility of Success
- Group Initiatives of Securing Funds
- Contribution to Diversity of Co-Curricular Opportunities
- History of Past Funding
- Project/Event Coordination
- Originality and Creativity of Project/Event
- Cost-Benefit Analysis
SAMPLE PRESENTATION

Sample SAPFB Presentation link:

Click Here
ACCESSING FUNDS

Direct Payment
Or
Reimbursement
ACCESSING FUNDS

• Complete a quick, online Funding Agreement and Funding Access Quiz
• Review the reimbursement packet
• Publicly credit SAPFB in ALL publicity to the funding event
• Send an invitation to your event to both sld@hawaii.edu AND sapfb2@hawaii.edu
• Submit a post-activity report no more than 14 days after the event that includes publicity used to promote the event

Please note:
Failure to follow above protocol may affect consideration of future funding.
ACCESSING FUNDS

• Automatic re-allocation of funds among line items is NOT allowed
QUESTIONS?

Phone: (808) 956-4842
Email: sapfb2@hawaii.edu