Information Briefing

Funding for upcoming application cycle

Student Activity & Program Fee Board
Presentation Overview

- SAPFB Purpose
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Who are we?
The Student Activity & Program Fee Board (SAPFB) is one of five Chartered Student Organizations (CSO’s) here at UH Manoa. We receive funding from an activity fee assessed to students every semester.

- $12.00 per Semester
- $5.00 per Summer Session

We are the governing body comprised of all students (undergraduates & graduate students), APT and faculty members that financially supports the UHM community through funding applications.
Our Purpose

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 (1 of 4)

Your group **MUST** be one of the following:

At UH Mānoa:
- Registered Independent Organization (RIO)
- University Department or Program
- University Affiliated Group or Program

**AND**

must have an interest in promoting **CO-CURRICULAR PROGRAMS** benefiting the UH Mānoa **FEE PAYING** student body
Funding Eligibility (2 of 4)

- Must be in good standing and registered with the Office of Student Life and Development (SLD).

- RIO status will be checked at the time of your SAPFB Funding allocation.

- For RIO information, visit: http://www.manoa.hawaii.edu/studentlife/studentorg/
Funding Eligibility (3 of 4)

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 (4 of 4)

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 Lemon Test

1. Does the program have a secular purpose?
2. Does the primary effect of the program advance religion?
3. Will the program create an excessive entanglement of church and state?
Awards

When you apply for funding with SAPFB, your request is placed into 2 categories

1. Micro awards
   - Anything **less than $1,500**
   - Do no sign up for a Funding hearing **unless requested** and on a case by case basis
   - Requests are still reviewed and voted by the board

2. Macro awards
   - Anything **$1,500 or more**
   - Funding Hearing *Required*
Application Procedure

**BEFORE STARTING YOUR APPLICATION**

1. Attend Information Briefing Session and obtain passcode to access funding application
2. For RIO’s, good standing with the SLD office

*If above conditions are true*

1. Submit online application, budget, and powerpoint
2. Sign up for Funding Hearing (via email link)
3. Present at the Scheduled Funding Hearing

Steps 2 and 3 are **REQUIRED** for Macro Awards **ONLY**
Application Procedure

- Maximum of 3 events per group
- Joint events between 2 groups are counted as one event for each entity
- Every group **MUST** submit:
  1. Online Application
  2. Final Budget
  3. Powerpoint Presentation
budget submission

- Use **ONLY** the SAPFB budget template
  - other formats will not be accepted
- Post a **SCREENSHOT** of your budget template in your presentation.
  - The budget excel file and the budget screenshot in the ppt **MUST MATCH**
- Include multiple pricing options (Dream-$$$, Ideal-$$, Basic-$$)
- **Prioritize** what is most important
Regardless if you have to present, a visual presentation submission is **required for ALL Micro & Macro Applicants**

In your Powerpoint presentation please include the following:

- Title Slide
- Introduction (i.e. Who are you?; What’s your mission statement)
- External Funds Slide (i.e. Membership dues, fundraising, department funding, etc.)
Powerpoint Structure (2 of 2)

- Event 1
  - Event info slide (Title, date, location, time, total cost, etc.)
  - Significance slide (How does this event benefit the broader student body?)
  - Budget Slide (Include screenshots of your dream, ideal, and basic budget)

- Events 2 & 3 (if applicable)
  - Event info slide (Title, date, location, time, total cost, etc.)
  - Significance slide (How does this event benefit the broader student body?)
  - Budget Slide (Include screenshots of your dream, ideal, and basic budget)
Funding Hearings

- Sign ups and confirmation will be emailed to the listed organization contact(s)
- You will be allotted one hearing slot per organization
  - Confirmation of your hearing date and time will be emailed to individual(s) listed as contact
- Failure to attend your hearing will result in the **forfeiture** of your event
  - *Unless Micro award or if the 3 conditions mentioned previously do not apply to you.*
Funding Hearings

Format
- **1 macro event** = 10 min
  - 5 min for presentation
  - 5 min for Questions
- **2+ macro events** = 15 mins
  - 10 min for presentation
  - 5 min for Questions

At least **ONE** authorized representative must attend. Send someone that is knowledgeable about the organization and the 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**
- Insurance (E.G. Car Damage, Waiver, Travel, Venue)
- **Prizes/gifts such as gift cards, centerpieces, t-shirts, totes, stickers, etc..**
- Salaries / wages
- Reusable Items

For other limitations in purchasing, see, [APM A8.225 Limitations in Purchasing](#).
What are we looking for?

1. Significance, purpose and impact
2. Group initiatives to securing funds
3. Probability of success
4. New events: Originality and Creativity
5. Recurring events: Growth and Improvement
Accessing Funds

- You will access funds via direct payment or reimbursement
  - Review the reimbursement packet
  - Complete funding agreement form
- Send an invitation to your event to sapfb2@hawaii.edu if you want us to publicize and promote student engagement
- Send event details to sld@hawaii.edu to get on event calendar
- Submit a post-activity report after the event within 14 days (Failure to Submit will affect future funding Apps)
- KEEP ORIGINAL RECEIPTS
Accessing Funds

- Automatic re-allocation of awards is **NOT** allowed
  - You may request the board to consider a reallocation if there is an **extenuating circumstance** outside the organization’s control
Fall 2022 Funding Important Deadlines:

- Information Session Q&A: February 7 - 11
- Application Opens: February 14
- Application Due: March 12
- Hearing Sign-Ups: March 28 - April 1
- Funding Hearings: April 4 - April 8
Contact us

Phone: (808) 956-4842

Office Staff: sapfb@hawaii.edu

Board: sapfb2@hawaii.edu
Stay connected with us!

Student Activity and Program Fee Board (SAPFB)

@uhm_sapfb

linkedin.com/company/sapfb
Visit the SAPFB Website!

https://manoa.hawaii.edu/sapfb/
Make a difference at UH!

APPLY TO BE A BOARD MEMBER

Looking for undergraduates, graduates, and faculty members!

Deadline: February 11, 2022 | 11:59 PM

Submit the Google Form Application and your resume/CV! We'll contact you for an interview shortly after!