BOBCAT RCO ASSISTANCE GRANT REQUEST FOR PROPOSALS

ORIENTATION

University of California, Merced
Office of Student Involvement
October 7, 2020
5:30 – 6:30 pm
Zoom
AGENDA

WELCOME

OFFICE OF STUDENT INVOLVEMENT

OVERVIEW OF BOBCAT RCO ASSISTANCE GRANT

REQUIREMENTS AND GUIDELINES

APPLICATION STEPS & EXAMPLES

ASSESSMENT AND REPORT

Q&A

THANK YOU AND ACKNOWLEDGEMENT

CONTACT US

ADJOURNMENT
• **Mission:** The Office of Student Involvement is committed to building a sense of belonging and school spirit by helping students explore ways to get involved on campus, develop new leadership skills, and engage in meaningful experiences that will prepare them for the opportunities of tomorrow.

• **Functional Areas:** Registered Clubs and Organizations, Fraternity and Sorority Life, Associated Students of the University of California, Merced (ASUCM), ASUCM Campus Activities Board (CAB)
Learning Outcome: Sense of Belonging

- Welcoming
- Inclusive
- Networking
- Meaningful
- Connecting
- Mattering
- Relevant
- Self Authorship
- Emotional Intelligence
- Communication
- Safe
- Visibility
OVERVIEW OF BOBCAT RCO ASSISTANCE GRANT

DESCRIPTION

• The Bobcat RCO Assistance Grant is an opportunity for UC Merced undergraduate RCOs to apply for funding to support professional development, student development, interpersonal connections, or membership/recreation programs/initiatives. The Bobcat RCO Assistance Grant contributes to student success by designing opportunities to increase sense of belonging, build community, develop critical skills, learn about the impact of assessment on creating meaningful programs and initiatives, and gain valuable grant proposal writing experience.

LOCATION

• OSI Webpage
  ➢ studentinvolvement.ucmerced.edu
**OVERVIEW OF BOBCAT RCO ASSISTANCE GRANT CONT.**

<table>
<thead>
<tr>
<th>FUNDING LEVELS</th>
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<tbody>
<tr>
<td>- Minimum Award: $500.00</td>
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<td>- Maximum Award: $1,000.00</td>
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<tr>
<td>- Approximate Number of Awards for 2020-2021: Ten (10)</td>
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<tr>
<td>- Funding: One-Time (One Grant per RCO per academic year)</td>
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<table>
<thead>
<tr>
<th>FUNDING CATEGORIES &amp; TYPES</th>
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<tbody>
<tr>
<td><strong>Category: Communication and Transformative Leadership:</strong></td>
</tr>
<tr>
<td>- Professional Development</td>
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<tr>
<td>- Student Development</td>
</tr>
<tr>
<td><strong>Category: Meaningful Interpersonal Relationships &amp; Personal Growth and Integrity</strong></td>
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<tr>
<td>- Interpersonal Connections</td>
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<tr>
<td>- Membership and Recruitment</td>
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OVERVIEW OF BOBCAT RCO ASSISTANCE GRANT CONT.

PROPOSAL DEADLINES & DUE DATES:

• DEADLINE
  • FALL DEADLINE: November 2, 11:59pm
  • SPRING DEADLINE: March 1, 11:59pm

• REPORTS AND DUE DATES
  • ADVERTISING APPROVAL: Due three weeks before the event uploaded to BOX
  • ASSESSMENT REPORT: Due one week 1-3 business days after proposal submission uploaded to BOX
  • FINAL REPORT: Due three weeks after proposed event date. Upload to BOX

AVAILABLE APPOINTMENT TIMES:

• TUESDAYS, 4-6 PM
• WEDNESDAYS, 4-6 PM
• THURSDAYS, 4-6 PM
• ZOOM LINK: https://ucmerced.zoom.us/s/95991721275 (MONDAY AND WEDNESDAY)
• https://ucmerced.zoom.us/s/91641890449 (TUESDAY & THURSDAY)
OVERVIEW OF BOBCAT RCO ASSISTANCE GRANT CONT.

• HOW TO SCHEDULE AN APPOINTMENT
  • To schedule an appointment, email your top three available times as listed above to studentinvolvement@ucmerced.edu. Must schedule one-business day before the requested meeting time.

• ACCOUNTABILITY
  • IF THE PROPOSAL IS ACCEPTED, RCOS MUST AGREE TO THE FOLLOWING GUIDELINES:
    • All advertising materials must include the OSI logo
      • Submit advertising for approval no later than three weeks before the event
    • *Provide a final program/event report which includes
      • Impact summary of program/event
      • Survey link (add studentinvolvement@ucmerced.edu to survey link to access results)
      • Number of attendees
      • Assessment and evaluation
      • Budget
  • IF THE FINAL REPORT IS NOT SUBMITTED THREE WEEKS AFTER THE DATE OF THE RCOS PROGRAM/EVENT, THE RCO:
    • Will not be eligible for future Bobcat RCO Assistance Grant funds.
    • Status will be restricted to “frozen” for the upcoming Fall or Spring semester.
    • Will not be eligible for leadership awards (local and national).
OVERVIEW OF BOBCAT RCO ASSISTANCE GRANT CONT.

- DISCLAIMER
  - The information contained in this Request for Proposal document (“RFP”) or subsequently provided to RCOs or “Applicants”, whether verbally or in documentary or any other form by or on behalf of OSI or any of their employees, is provided to RCOs on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

  - This RFP is not an agreement and is neither an offer nor invitation by the OSI to the prospective RCOs or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

  - OSI also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP. This RFP can be revised and updated at any time. OSI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP. ALL FUNDING DECISIONS ARE FINAL.
REQUIREMENTS AND GUIDELINES

• REQUIREMENTS
  • Recognized Club/Organization must be in good standing
  • Agree to uphold UC Merced Principles of Community
  • Alignment with OSI’s mission, core competencies, learning outcome and the Division of Student Affairs (DSA) mission, vision and values
  • Attend Information Session
    • October 7, 2020, 5:30-6:30pm, Zoom: https://ucmerced.zoom.us/s/86211984320
    • November 12, 2020, 1:00-2:00 pm Zoom: https://ucmerced.zoom.us/j/83913628960
  • Meet with OSI at least one time (excluding information session) before submitting grant proposal
    • Proposal Support Sessions during OSI Office Hours or schedule an appointment
    • October 12th – November 1st
  • Supports student success by selecting one of the four funding options
  • Complete all sections of the proposal form
  • Complete an Assessment using the guidelines found in this document
  • Submit a final report and submit the report 30 days after the program/event
  • Submit proposal at least SIX (6) weeks prior to the event date
  • Funding cycle: During the 2020-2021 academic year (program/event must take place before “dead week”)

• GUIDELINES
• **FUNDING RESTRICTIONS**
  • Any program/event that does not align with OSI's mission, core competencies, learning outcomes and the Division of Student Affairs (DSA) mission, vision and values
  • Programs/events found in violation of state law and/or university principles of community, rules, regulations, policies, and procedures or activities.
  • Research grants*
  • Wage or salary
  • Gifts to members** (Swag, incentives for your events, are acceptable)
  • PPE (e.g. face coverings, hand sanitizer, etc.)
  • Fundraisers***
  • Donations to organizations
  • Payment to members of the organization for services rendered to that organization
  • Honoraria and/or salary or service payments to UC University faculty and/or staff

*Events/Activities associated with research are acceptable
**Swag, incentives for your events, are acceptable
***OSI supports funding the event used to raise funds for the RCO, however the RCO has to return the grant portion used if they raise above the amount of the grant award.
### Step 1 Applicant Information | Getting to Know the RCO

<table>
<thead>
<tr>
<th>Registered RCO Name:</th>
<th>Primary RCO Contact UC Merced Email:</th>
<th>On Campus Advisor Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary Contact Name:</td>
<td>Primary RCO Contact Phone Number:</td>
<td>Role of RCO Advisor on Campus:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary Contact Role in RCO:</td>
<td>Secondary RCO Contact Name, UC Merced Email and Best Contact Number</td>
<td>On-Campus Advisor UC Email address and Best Contact Number:</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

**Example - Step 1**

- **Registered RCO Name:** Bobcats Helping at UC Merced
- **Primary Contact Name:** Suzie Creamcheese
- **Primary Contact Role in RCO:** President
- **Primary RCO Contact UC Merced Email:** screamcheese@ucmerced.edu
- **Primary RCO Contact Phone Number:** 310-UNI-HELP
- **Secondary RCO Contact Name, UC Merced Email and Best Contact Number:**
  - Power N. Love, Treasurer
  - plove@ucmerced.edu
  - 209-UNI-HELP
- **On Campus Advisor Name:** Best O. Faculty
- **Role of RCO Advisor on Campus:** Faculty
- **On-Campus Advisor UC Email address and Best Contact Number:**
  - bfaculty@ucmerced.edu
  - 530-UNI-HELP
• **STEP 2** TYPE OF FUNDING REQUEST | SELECT THE CATEGORY AND TYPE OF FUNDING REQUEST

<table>
<thead>
<tr>
<th>Select Category:</th>
<th>Select one Funding Request Option:</th>
<th>Indicate the Program/ Event Type:</th>
</tr>
</thead>
</table>

**Example - Step 2**

- **Category:**
  - Meaningful Interpersonal Relationships & Personal Growth and Integrity
  - Interpersonal Connections

- **Funding Request Option:**
  - Large Scale Event - Concert Virtual

- **Program Event Type:**
• **STEP 3 PROGRAM/EVENT INFORMATION | PROGRAM/EVENT DETAILS**

<table>
<thead>
<tr>
<th>Proposed Program/Event Title:</th>
<th>New Event or Past Event:</th>
<th>Requested Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem Statement:</td>
<td>RCO support of OSI Learning Outcome: Sense of Belonging- Welcoming, Connecting, Mattering:</td>
<td>Intended Outcome:</td>
</tr>
</tbody>
</table>

“As a result of participating in the RCO XXXX experience, participants will…”

**Example - Step 3**

<table>
<thead>
<tr>
<th>Proposed Program/Event Title:</th>
<th>New Event or Past Event:</th>
<th>Requested Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCO Support of OSI Learning Outcomes:</td>
<td>Bobcats Stay Together Spring Concert New</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Intended Outcome:</td>
<td>High levels of students feeling lonely and disconnected on campus</td>
<td>Sense of Belonging: Welcoming and Connecting</td>
</tr>
</tbody>
</table>

**Outcome 1:** Students will meet someone new at the event they plan to stay connected with

**Outcome 2:** Students will feel more connected to campus after the event.

**Outcome 3:** Students will recall one of the messages (e.g., #BobcatsTogether #You Matter, etc.) from the event.
APPLICATION STEPS & EXAMPLES CONT.

• **STEP 4** TARGET AUDIENCE | INTENTIONAL OUTREACH AND SKILL DEVELOPMENT

<table>
<thead>
<tr>
<th>Target Audience:</th>
<th>Number of expected participants:</th>
<th>Collaborations or Co-sponsorship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing and Communication:</td>
<td>Confirm Reading RFP:</td>
<td>Confirm Understanding of RFP:</td>
</tr>
</tbody>
</table>

**Example – Step 4**

<table>
<thead>
<tr>
<th>Target Audience:</th>
<th>Number of Expected Participants:</th>
<th>Collaborations or Co-Sponsorship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>By saying yes below, I have read the Bobcat RCO Assistance Grant Request for Proposal:</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>RCO: Advocates for Bobcats ASUCM Senate (Bill #950 Approved)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catlife, Facebook (FB), Rufus Social Media, FB Classifieds, Instagram, Twitter</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• **STEP 5** (NOT SUBMITTED WITH PROPOSAL LINK. MUST BE SUBMITTED AFTER MEETING WITH BOBCAT RCO ASSISTANCE GRANT STAFF.)

  • Assessment and Evaluation | Ensuring participants are truly learning and receive a quality experience
STEP 5 (NOT SUBMITTED WITH PROPOSAL LINK. MUST BE SUBMITTED AFTER MEETING WITH BOBCAT RCO ASSISTANCE GRANT STAFF.)

Target Audience:
Describe your intended audience:
Anticipated number of participants from the identified TARGET AUDIENCE:

Anticipated Program/Event Attendees

<table>
<thead>
<tr>
<th>Additional Anticipated Number of Participants</th>
<th>1st Yr.</th>
<th>2nd Yr.</th>
<th>3rd Yr.</th>
<th>4th Yr.</th>
<th>5th Yr.</th>
<th>Transfer</th>
<th>Faculty</th>
<th>Staff</th>
<th>Guests</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

Partners
(Organizations, Campus Partners, Student Groups, External groups, etc.)

Assessment Method/Medium:
- Direct: Pre/Post Test
- Direct: Qualitative data collection
- Indirect: Survey
- Indirect: Focus Group
- Indirect: Interview
- Indirect: Other

Assessment Type
(Describe how you will assess outcomes to measure if the outcomes achieved)
- Data Collection Instrument:
- Google Form
- QuizWire
- SPSS
- Survey Monkey
- Other

Anticipated Challenges (any assumptions or estimating issues that may affect results)

Application Steps & Examples Cont.
APPLICATION STEPS & EXAMPLES CONT.

**STEP 6 BUDGET | BUDGET BREAKDOWN**
- Access and the RCO Budget Template using the link below. Upload the budget breakdown.
- Name the file: RCO Name FUND CATEGORY Date. EXAMPLE: SAS studentdevelopmentproposal 6oct20

**STEP 7 SUBMIT THE PROPOSAL | ELECTRONIC APPLICATION SUBMISSION**
- Proposals are reviewed by-weekly starting mid-October 2020. See the deadlines below for submissions per semester.
- Click here, Bobcat RCO Assistance Grant to submit your application.

**FINAL REPORT**
ANY QUESTIONS OR CONCERNS?
CONTACT US!

- Student Involvement
  - studentinvolvement@ucmerced.edu
- Enrique Guzman, Associate Director
  - eguzman@ucmerced.edu
- Tawana Parks, Director
  - tparks@ucmerced.edu
THANK YOU!

OFFICE OF STUDENT INVOLVEMENT

GET CONNECTED WITH OSI

@ucmercedosi  @ucmercedcab
@ucmercedfsl

@ucmercedosi  @ucmcab
@ucmercedfsl

@ucmcab

UC Merced Clubs and Orgs

https://fraternitiesorority.ucmerced.edu
https://clubsorganizations.ucmerced.edu
https://catlife.ucmerced.edu
https://studentinvolvement.ucmerced.edu
https://asucmcab.com