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
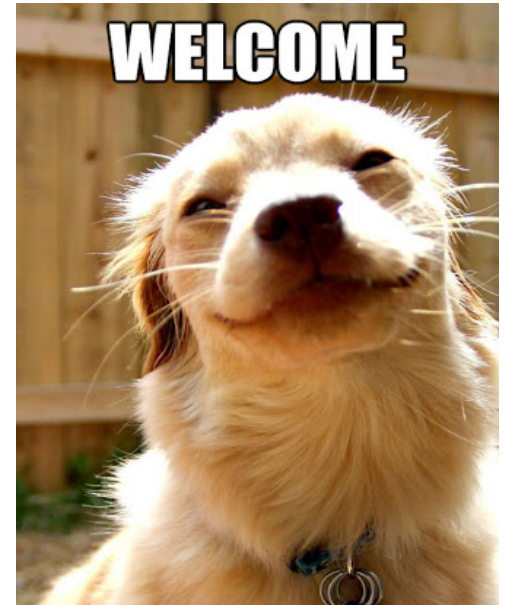
AGENDA

WELCOME

OFFICE OF STUDENT INVOLVEMENT

UNIVERSITY OF CALIFORNIA MERCED

OFFICE OF STUDENT INVOLVEMENT

- **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)
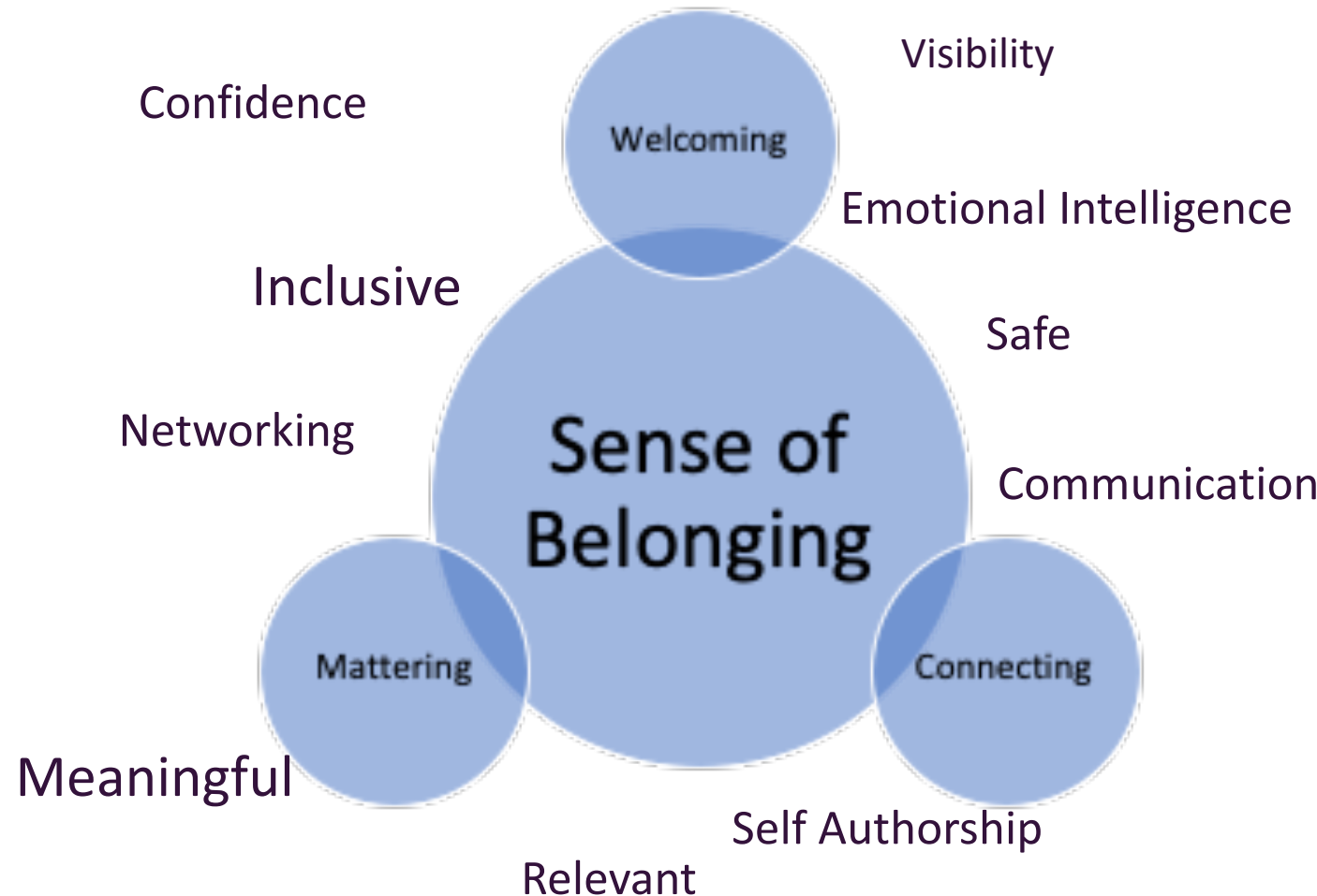
OVERVIEW OF BOBCAT RCO ASSISTANCE GRANT

DESCRIPTION

- The Bobcat RCO Assistance Grant is an opportunity for UC Merced undergraduate RCOs may apply for funding to support professional development, student develop, interpersonal connections, or membership/ recruitment 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.

FUNDING LEVELS	- Minimum Award: $500.00 - Maximum Award: $1,000.00 - Approximate Number of Awards for 2020-2021: Ten (10) - Funding: One-Time (One Grant per RCO per academic year)

FUNDING CATEGORIES & TYPES	Category: Communication and Transformative Leadership:
	      - Professional Development
	      - Student Development
	
	 Category: Meaningful Interpersonal Relationships & Personal Growth and Integrity
	      - Interpersonal Connections
	      - Membership and Recruitment

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")

REQUIREMENTS AND GUIDELINES CONT.

- **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.

APPLICATION STEPS & EXAMPLES

Registered RCO Name:	Primary RCO Contact UC Merced Email:	On Campus Advisor Name:
Primary Contact Name:	Primary RCO Contact Phone Number:	Role of RCO Advisor on Campus:
Primary Contact Role in RCO:	Secondary RCO Contact Name, UC Merced Email and Best Contact Number	On-Campus Advisor UC Email address and Best Contact Number:

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

APPLICATION STEPS & EXAMPLES CONT.

- **STEP 2** TYPE OF FUNDING REQUEST| SELECT THE CATEGORY AND TYPE OF FUNDING REQUEST

Select Category:	Select one Funding Request Option:	Indicate the Program/ Event Type:

Example- Step 2

Category:	Meaningful Interpersonal Relationships & Personal Growth and Integrity
Funding Request Option:	Interpersonal Connections
Program Event Type:	Large Scale Event- Concert Virtual

APPLICATION STEPS & EXAMPLES CONT.

- **STEP 3** PROGRAM/EVENT INFORMATION| PROGRAM/EVENT DETAILS

Proposed Program/Event Title:	New Event or Past Event:	Requested Amount:
Problem Statement:	RCO support of OSI Learning Outcome: Sense of Belonging- Welcoming, Connecting, Mattering:	Intended Outcome: *"As a result of participating in the RCO XXXX experience, participants will…"*

Example- Step 3

Proposed Program/Event Title:	Bobcats Stay Together Spring Concert
New Event or Past Event:	New
Requested Amount:	$2,000.00
Problem Statement:	High levels of students feeling lonely and disconnected on campus
RCO Support of OSI Learning Outcomes:	Sense of Belonging- Welcoming and Connecting
Intended Outcome:	**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. #Bobcats Together #You Matter, etc.) from the event

APPLICATION STEPS & EXAMPLES CONT.

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

Target Audience:	Number of *expected* participants:	Collaborations or Co-sponsorship:
Marketing and Communication:	Confirm Reading RFP:	Confirm Understanding of RFP:

Example – Step 4

Target Audience:	Bobcats Stay Together Spring Concert
Number of *Expected* Participants:	1,000
Collaborations or Co-Sponsorship:	RCO: Advocates for Bobcats ASUCM Senate (Bill #950 Approved)
Marketing and Communication:	Catlife, Facebook (FB), Rufus Social Media, FB Classifieds, Instagram, Twitter
By saying yes below, I have read the Bobcat RCO Assistance Grant Request for Proposal:	Yes
By saying yes below, I affirm an understanding of the Bobcat RCO Assistance Grant Request for Proposal:	Yes

- **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.)

APPLICATION STEPS & EXAMPLES CONT.

University of California, Merced
Office of Student Involvement
Bobcat RCO Assistance Grant (B.R.A.G.)

ASSESSMENT PLAN

RCO Name:	
RCO Primary Contact Name:	
RCO Event Title:	
Anticipated Program/Event Date:	
B.R.A.G. Requested Amount:	$
Anticipated Total Event Budget:	$
Fund Category:	☐ Communication and Transformative Leadership ☐ Meaningful Interpersonal Relationships & Personal Growth and Integrity
Funding Type:	☐ Professional Development ☐ Student Development ☐ Interpersonal Connections ☐ Membership/Recruitment

Specific Event Type:	Professional Development	Student Development	Interpersonal Connections	Membership Recruitment
	☐ Virtual Career Fair ☐ Virtual Competition ☐ Virtual Conference ☐ Virtual Speaker ☐ Virtual Webinar ☐ Other _____	☐ Career Readiness ☐ Certification ☐ Leadership Skills ☐ Virtual Training ☐ Other _____	☐ Virtual Bro./Sister Event ☐ Virtual Meet-up ☐ Virtual Retreat ☐ Other _____	☐ Virtual Meet & Greet ☐ Virtual Retreat ☐ Other _____

Platform Used for the Program/Event?	☐ Zoom ☐ Band ☐ Discord ☐ Facebook Live ☐ Instagram Live ☐ Skype ☐ YouTube ☐ Microsoft Teams ☐ Other (please describe)_____
Which Office of Student Involvement Learning Outcome WILL the program/event align with?	☐ Connecting ☐ Mattering ☐ Welcoming
Problem Statement:	
Intended Outcomes: "As a result of participating in the RCO XXXX experience, participants will..."	
Intended Results	☐ Exceed Expectations (all outcomes achieved- 90% or more) ☐ Meet Expectations (most outcomes achieved- 70-89%) ☐ Expectations NOT Met (outcomes not achieved-69% or less)

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

Anticipated Program/Event Attendees

Additional Anticipated Number of Participants	1st Yr.	2nd Yr.	3rd Yr.	4th Yr.	5th Yr.	Transfer	Faculty	Staff	Guests	TOTAL

Partners (Sponsors, Campus Partners, Student Groups, External groups, contractors, etc.)	
Assessment Method/ Measurement:	☐ Direct- Pre-Post Test ☐ Direct- Quiz/Certification exam ☐ Direct- Other ☐ Indirect-Survey ☐ Indirect-Focus Group ☐ Indirect-Interview ☐ Indirect-Other
Assessment Type (Final Report: Provide a link and access to the survey/survey results)	Data Collection Instrument ☐ Google Form ☐ Qualtrics ☐ SPSS ☐ Survey Monkey ☐ Other _____
Anticipated Challenges (any unusual or extenuating issues that may affect results findings)	

1

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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

Bobcats Helping UC Merced: Bobcats Stay Together Spring Concert

Enter your estimated revenue (from fees, ASUCM Bills (ICC or Senate), donations, etc.) and expenses to better understand what changes you should make to work within a budget that works best for your organization.

This template is set up to compare total revenues and costs, but you can also reorganize this worksheet to compare revenue and costs for any event that fits your organization's functions.

Please follow the Office of Student Involvement (OSI) Purchasing timeline to ensure timely preparation for your event. You can refer to the OSI- RCO speaker/group procedure planning guide to ensure your group's success.

If desired, insert new rows to include new revenue sources (ticket sales, bucket drives, etc.) or expenses (event supplies, room reservations, advertising, etc.), but do not enter any information in the blue rows. These cells hold the formulas behind the chart.

PART 1: REVENUE	Estimated	Actual
Fees: Total amount of revenue collected from membership dues		$250.00
Bill 1: Total amount of money received from ASUCM (ICC or Senate Bill)		$6,000.00
Bill 2: Total amount of money received from grant (Departments, School, other)		
Donation 1: Total amount collected from a (bucket drive) on (date)		$500.00
Donation 2: Total amount collected from a (bucket drive) on (date)		$500.00
Residual funds from in Club Account (if any)		
Fundraising 1 (pre-packaged goods-bake sales, car washes, restaurant fundraisers, etc.)		$500.00
Fundraising 2 (pre-packaged goods-bake sales, car washes, restaurant fundraisers, etc.)		
Bobcat RCO Assistance Grant		$1,000.00
Contribution from Advocates for Bobcats RCO		$1,750.00
TOTALS (Automatically Calculated)	$0.00	$10,500.00

PART 2: EVENT EXPENSES: SPEAKER/GROUP	Estimated	Actual
Advertising (date/period/event): flyers, printing, sandwich boards, table tents, social media		$500.00
Catering: Identify approved vendor, Meal costs, delivery fees- if any, etc.		
Contract: Entertainment, Speaker or Group Fees/Honorarium		
Event Swag: T-Shirts, give-a-ways, promotional items, etc.		$1,000.00
Facility Expenses: custodial services, set-up, etc.		
Food (non-catered): water, snacks, beverages, meals during a planned meeting, etc.		$250.00
Insurance: Event insurance, Insurance Rider		
Photography		
Registration Fees		
Security/Safety: CSOs, UCMPD staffing		
Supplies: Equipment, Decorations, Paper products, etc.		
TAPS: Parking, Signage, Equipment		
Technology: Audio/Visual, IT support, Video production, Texting Service, etc.		$1,000.00
Travel: Vehicle/bus Rental, Lodging, Mileage Reimbursement, Airfare		
Venue: Room Rental- UCM Housing Spaces, UCM Room Reservation, Off-Campus Rentals		
Vendors: DJ & Artist Fees		$7,500.00
Website/Administration Fees		$250.00
Unplanned event: use this to budget extra funds for emergencies		
Unplanned transportation: use this to budget extra funds for emergencies		
Unplanned media/advertising: use this to budget extra funds for emergencies		
TOTALS (Automatically Calculated)	$0.00	$10,500.00

PART 3: RESULTS (Automatically Generated from Parts 1 & 2 Above)	Estimated	Actual
TOTAL MONTHLY INCOME	$0.00	$10,500.00
TOTAL MONTHLY EXPENSE	$0.00	$10,500.00
VARIANCE (This is how much over, or under, your budget you are.)	$0.00	$0.00

ANY QUESTIONS OR CONCERNS?

CONTACT US!

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

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