



**BCSGA  
Campus  
Collaborative  
Action  
Conditions  
and Process**

# Campus Collaborative Action Grant Conditions and Process

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# Campus Collaborative Action Grant Conditions and Process

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## CAMPUS COLLABORATIVE ACTION GRANT CONDITIONS AND PROCESS

### Campus Collaborative Action Grant Philosophy

Campus Collaborative Action (CCA) Grants are available to any Bakersfield College affiliated department, service, or office (BC Agency) for programmatic assistance that enhances overall quality of student life on campus. CCA Grants should be used to boost the overall educational experience of students through development of, exposure to, and participation in social, cultural, intellectual, recreational, governance, leadership, group development, campus and community service, and informational programs and activities. These conditions and process comply with district, federal, state, and local laws as well as BC policies.

### Department of Finance

The Bakersfield College Student Government Association's (BCSGA) Director of Finance and the Director of Student Life are responsible for management, and supervision of the entire CCA Grant process. The BCSGA Committee on Finance (Department) is responsible for reviewing and allocating the funds.

### Eligibility of the CCA Grant Requests

Any BC Agency that meets the following criteria is eligible to apply for CCA Grants:

1. Fully established department, service, or office at Bakersfield College;
2. Is not already receiving funds from BCSGA or the Office of Student Life; and
3. The BC Agency is in good standing with the College.

BC Agencies may request grants from the Department. These grants are intended to support organization activities, but not to fully fund them. BC Agencies are not guaranteed funding. Grant funding for an organization will be based on the Department's evaluation of the BC Agencies' requested event, submitted budget request, available funds, and information gathered during the presentation.

### CCA Grant Proposals

Members of a BC Agency should complete a CCA Grant Proposal and a letter explaining the request. Submission of a grant request does not automatically entitle a BC Agency to receive funds.

### CCA Funding Timeline

Awarded BC Agencies are notified by the end of August 2015 and all awarded funds must be expended no later than May 15th of each fiscal year. Any awarded grants not encumbered by February 15th will be forfeited. These monies are funded through the purchases of the BCSGA Kern Value Student Discount Card. Grants are contingent on availability.

### CCA Funding Guidelines

CCA Funding Grants are awarded to support events that enhance the educational, cultural, and social experience of the BC community and events that are available for participation by the student body.

1. The maximum a BC Agency can receive per fiscal year is \$1,000.
2. CCA funds may be spent with the following stipulations:
  - a. \$75 maximum for food, per event holding 40 or fewer people;
  - b. \$200 maximum for food, per event holding more than 40 people;
  - c. No more than \$10 per person per event for food.
3. CCA funds may not be used for the following:
  - a. Activities that do not comply with the non-discrimination policy;
  - b. Events that are only limited to BC Agency membership and/or invited guests;
  - c. Activities not included in the original proposal;
  - d. Expenses for capital technology purchases;
  - e. Gifts for guest speakers;
  - f. Salaries or stipends of BC students, faculty, or staff;
  - g. Programs that are held off-campus;
  - h. The purchase of furniture items;

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- i. Activities designed to promote a single political candidate or issue;
  - j. The purchase of alcohol or other drugs;
  - k. Services or ceremonies that are religious or political in nature;
  - l. Donations, contributions, scholarships, grants, financial aid, legal services, religious or political proselytizing, or sponsorship of public elections;
  - m. Activities which are linked to academic courses or for which academic credit is awarded;
  - n. Items for personal use.
  - o. Other stipulations and regulations placed by the policies and procedures established by Kern Community College District Business Services and the General Funding Policies and Conditions listed further below.
4. BC Agency must fund at least 25% of the total cost of each event. BC Agency should show proof of the availability of funds at the time of submitting CCA Grant.
  5. CCA Grants will not be allocated to BC Agencies who are already receiving financial assistance from the Office of Student Life or BCSGA.
  6. CCA funding in excess of \$1,000 for any specific reason requires the approval of the Director of Student Life, who will consult with the Vice President of Student Affairs, before submitting the grant request to the Department.
  7. CCA funds help to provide funding for events, activities, workshops, conference registration, and programs from September 1st to May 15th of the given fiscal year.

## **General Funding Conditions**

Funding from all categories must comply with the following policies:

1. The CCA Grant Philosophy shall serve as the basis for awarding all grants.
2. The grant request form must be filled out in its entirety and typed. BC Agencies are encouraged to meet with the Director of Student Life or BCSGA Director of Finance prior to submission of the grant request. All proposals must include the following attachments (where appropriate):
  - a. Quotes from vendors and suppliers for each requested expense item.
    - i. If the expense item is \$99.99 or less in value, please provide one quote or similar documentation from vendor or supplier.
    - ii. If the expense item is \$100 or greater in value, please provide three quotes or similar documentations from vendor or supplier.
    - iii. All food or catering quotes must be from BC Food Services.
3. If the CCA Grant Proposal includes a lecturer, guest speaker, or performance, the request must include a letter from the individual or agent:
  - a. Qualifications and experience;
  - b. The proposed honorarium or sample/unsigned contract;
  - c. Completed and signed W-9 form;
  - d. Confirmation of availability.
4. The Office of Student Life must handle all business transactions dealing with CCA Grants. If proper accounting procedures are not followed, the BC Agency officers may be personally responsible for the expense.
5. BC Agency officers or representatives may not commit the Office of Student Life, BCSGA, or the College to any expenses.
6. BCSGA nor the BC Agency are not permitted to sign contracts of any kind.
7. Include the itemized budget, which is essentially a breakdown of all the items you will need for your proposal as well as the items you will be requesting from the Department.
8. Members should not commit to events until CCA Grant funding approval is final. A verbal contract may be considered legally binding. The Department is not obligated to fund an event arranged prior to approval of grant funding. Finalizing any contract is contingent on funding, and contingent on receiving necessary purchasing documentation from the College.
9. No money will be released for purchases until all paperwork is finalized, including signatures and approvals.
10. CCA funding may not be used to reimburse expenses incurred prior to funding approval.
11. All BC Agency publicity for programs sponsored with CCA funding must have the BCSGA and the Kern Value Card Logos clear and visible on them. The logo is available on the Office of Student

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Life Website. If a different format for the logo is needed, BC Agencies can request it from the Director of Student Life (studentlife@bakersfieldcollege.edu).

12. Any BC Agency that does not abide by the requirements listed in these conditions may be deemed ineligible to receive grants from the Department until these conditions have been met.
13. Collaborative events must have CCA Grant proposals submitted at the same time so Department can review all requests for funds at the same time.
14. Include the itemized budget, which is essentially a breakdown of all the items you will need for your proposal as well as the items you will be requesting from the Department.
15. Uncompleted proposals from BC Agencies will not be considered for grant funding or approval.

## **Helpful Hints When Applying for CCA Grants**

1. Make reasonable and practical requests. The theory that “if-you-ask-for-more, you will-receive-what-you-need” is inaccurate. If the Department finds inflated requests in the grant proposal, the allocation may be less than what your organization really needs.
2. Be specific when requesting line items. If it seems questionable, explain your request, providing sufficient information so the Department understands the need.
3. Discuss the request with your Agency members. The Department will always review requests favorably if it appears to be supported by the Agency.
4. Discuss the CCA Grant request with the Director of Student Life; we are always here to help you create the best request.
5. Have a location for your event reserved. To reserve a location for your event call the Scheduling Office. Depending on the time, location, catering, and nature of your event, additional charges may apply. Make sure to ask about the cost of holding your event and security detail in the location you choose.
6. Proposals may be judged for the quality and clarity of the presentation to the Department. The use of PowerPoint and other visual aids is recommended.
7. The Office of Student Life can be a vital resource in program planning and implementation. For advice or questions, contact the Director of Student Life (studentlife@bakersfieldcollege.edu).

## **Application and Review Process**

1. BC Agency is responsible for developing and submitting CCA Grant Proposals for each request.
  - a. Applications are available on the Office of Student Life website or in the Office of Student Life, Campus Center, Room 4.
  - b. Complete CCA Grant Proposal form and CCA Grant Itemized Budget Report in full.
  - c. It is the BC Agencies' responsibility to apply for grants and initiate paperwork for expenses in a timely manner. To be timely, BC Agency must plan head and submit proposals before the deadline.
2. In filling out the CCA Grant, BC Agency will be asked to provide the following items for within the application.
  - a. Proposal description including how this event meets your organization's mission and enhances the overall quality of student life on campus and the activity's logistical aspects;
  - b. Methods of promotions and advertising to the campus community;
  - c. Methods of evaluation;
  - d. A statement of support from other collaborative partners;
  - e. The itemized budget report; and
  - f. The quotes/proof for all items requested.
3. Attach all required supporting documentation such as quotes, estimates, proposals, biographies, etc.
4. The proposal will be reviewed at the CCA Grant Review.
5. The submitter of the CCA grant, or designee, must be present at the CCA Grant Review with a prepared five to ten minute presentation about the CCA Grant proposal. The Department may ask questions to the presenting member.
6. All presentations are open to the public.
7. After the review, Department will deliberate and allocate funds.
8. BC Agencies will be sent a CCA Grant Notification Letter to the emails provided.

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9. CCA Grant monies are not transferred into any BC Agency Accounts. Expenses are processed through a central grant account managed by the Director of Student Life.
10. A submission of a CCA Grant Proposal does not guarantee an award. If a BC Agency incurs an expense or commits to a purchase or speaker without prior CCA approval, the BC Agency shall be PERSONALLY responsible for paying that expense.

## Jurisdiction of the CCA Grants

The BCSGA Department of Finance makes all grant funding decisions and shall be fiscally managed and administered by the Office of Student Life.

## Basis of Grant Decisions

Programs that seek to elevate the quality of education through co-curricular experiences will be considered a priority. The Department shall make decisions based on viewpoint-neutral criteria as listed below:

1. Student Participation
  - a. The number of BC students active in the BC Agency; and
  - b. The number of members active in planning, developing, coordinating, and implementation of the proposed activity.
2. Completed Proposal
  - a. The application must:
    - Be submitted by the appropriate deadline.
    - Be filled out completely and thoroughly – including, but not limited to:
      - Adequate descriptions and goals of event;
      - Complete, detailed, and thorough description of expenses; and
      - Budgets must be correctly added.
  - c. Contain complete, detailed, and thorough backup documentation to include but not limited to:
    - Bio of speaker, performer, or conference/travel schedule;
    - Cost estimates (provide as much detail as possible); and
    - Correspondences and Support items.
  - d. Appropriate quotes submitted for each item
3. Financial Dependency – Extent reliance on grant funds verses obtaining alternative funding or use of self-generated funds.
  - a. Co-sponsorships;
  - b. Active collaborative efforts/sponsorships from other BC Agencies or departments;
  - c. Involvement in fundraising, dues, and other self-generated funding.
4. Presentation
  - a. The representatives of the BC Agency must be knowledgeable of the activity and adequately answered questions of the Department; and
  - b. The representatives of the BC Agency should have professionally presented the proposal to the Department. Use of PowerPoint or other visual aids is recommended.
5. Cost Mitigation
  - a. The honoraria requested must be in range similar to other speakers/performers;
  - b. All expenses must be in range of items used in similar events; and
  - c. Budget items cannot be requested for items that could or should be donated, free, provided by other sources, or obtained at a lower cost.
6. Uniqueness
  - a. The event should not duplicate an event already held in the current semester unless proper justification is provided explaining the need for a similar event; and
  - b. Format of event must be unusual or unique events are highly encouraged.
7. Event Management
  - a. The event must be open to all BC students;
  - b. Adequacy of facilities and venue;
  - c. Scheduling of venue through appropriate College department;

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- d. Other relative logistical requirements (Consult with Office of Student Life for planning details that might include consultation with other College Departments, Department of Public Safety, Maintenance and Operations, Scheduling, etc.); and
  - e. An estimated attendance figure is required.
8. Collaborative Events
    - a. Collaborative events limit the amount your BC Agency can receive.
  9. Promotion
    - a. Advertising and promotion plan must be submitted with grant proposal that will include the description and method of advertising and extent of advertising; and
    - b. Promotion efforts should attempt the entire campus.
  10. History
    - a. The following will be taken into consideration:
      - Prior management of funds;
      - Completion of an event survey;
      - Success of past events;
      - Discussed and seek assistant from the Department and/or Director of Student Life about the CCA Grant Proposal prior to submission; and
      - Events have met the organization's goal for the event.

The Department considers proposals for the grant funding of specific events by reviewing requests item-by-item. BC Agencies must submit a CCA Grant Proposal with an Itemized Budget Report detailing all information completed. If the Department approves the request, the funds may only be used as stipulated by the Department's decision, as per the original request, or as per the Director of Student Life.

Members of the Department cannot vote on any proposals that they are directly connected to through affiliation or membership. Funding is allocated on a first come, first served basis, until grant funds are depleted. BC Agencies are encouraged to apply as early as possible.

BC Agencies may be asked for information about other activities and functions done in the past in an effort to ensure that active BC Agencies receive the benefits. Partial awards may be offered with fundraising recommendations.

## **CCA Funding Exceptions**

BC Agencies may seek an exception from specific parts of these conditions and process if it prevents the BC Agency from accomplishing its mission. Such exception requests should be submitted to the Director of Student Life with the completed CCA Grant Proposal and Itemized Budget Report. The Director of Student Life will consult with the Department and the Vice President of Student Affairs prior to making a decision. The BC Agency Officers will be notified if the exception is approved before the CCA Grant Review.

## **CCA Grant Appeals**

Appeals are limited to the process of receiving funds itself. Amounts in the General Funding Conditions are not subject to appeal and thus must be followed by the Department. BC Agencies must submit a letter of appeal to the Vice President of Student Affairs within five (5) instructional days of the date of receiving the CCA Grant Notification Letter. The letter of appeal must include the specific condition(s) being questioned.

The Vice President of Student Affairs, with consultation with the Director of Student Life and the BCSGA Director of Finance, may choose to deny the request or uphold the appeal and return the request back to the Department for reevaluation.