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**It is recommended that a copy of this document is printed for your files.**

**Request for Proposals (RFP) Coversheet**

***You may be denied funding consideration if you do not complete and submit a complete application.***

# The Grant Allocation Committee (GAC) is requesting proposals from individuals, departments, and student clubs and organizations for funding of programs, speakers, and events that take place on campus during the year.Please familiarize yourself with the funding guidelines before completing the RFP on page four.

**CHECK THE WEBSITE FOR APPLICATION DUE DATES**

[**http://studentaffairs.buffalostate.edu/grant-allocation-committee-gac**](http://studentaffairs.buffalostate.edu/grant-allocation-committee-gac)

**Please complete the following:**

**Program Director:** Click here to enter text.

**Department/Organization:** Click here to enter text.

**Campus Address:** Click here to enter text.

**Telephone:** Click here to enter text.

**E-Mail:** Click here to enter text.

**Names of Others Involved:** Click here to enter text.

**Title of Program:** Click here to enter text.

**Date(s) of Program:** Click here to enter text.

**Total Funds Requested from the Grant Allocation Committee:** enter amount

Indicate only the total funds requested from the GAC. If funding is also being requested from other sources, identify those funds and describe how they will be used in your budget narrative, using the budget narrative form, found at the following URL: <http://studentaffairs.buffalostate.edu/grant-allocation-committee-gac>.

**Grant Allocation Committee**

**Funding Guidelines**

## Requirements for Funding: To provide funding in support of the mission of Buffalo State, any proposal submitted in response to this Request for Proposals must state how the activity, if funded, will contribute to the College’s vision, mission, core values and strategic directions, as presented in the 2022-2026 Strategic Plan for Buffalo State, located at the following web site address: https://suny.buffalostate.edu/strategic-plan

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**Multiple Funding Restrictions:** All completed applications submitted in response to this Request for Proposals will be reviewed by the Grant Allocation Committee (GAC). However, restrictions do exist for the funding of multiple individual or departmental requests. The Committee encourages collaboration in developing proposals and suggests that members of the same department or organization consult each other before applying for this grant, as the following restrictions apply:

All Grant Allocation Committee funded programs and events must:

* be open to all students, faculty, and staff at Buffalo State;
* result in a direct educational experience, and
* be held on-campus at Buffalo State or campus-affiliated organization/center.

1. Departments or organizations may not receive funding for more than two activities per semester.
2. Individuals may not receive funding for more than one activity per semester.
3. Departments, organizations or individuals may not submit multiple requests for the same event, or portions of the same event, from the Grant Allocation Committee. It is suggested that additional funding be sought through other funding sources.
4. Funds may not be used for food/refreshments.
5. If your department/organization received funding within the past two years by this committee, you must provide a report on the results of the past program and explain how the proposed program relates (if applicable) to the previously funded program. Applications that fall into this category and are received without this report on file may not be considered for funding.

## Applications: Applications must use the Abstract, Narrative, and Budget Narrative forms provided. Applications must contain the following information:

1. Request for Proposals form.
2. An abstract not to exceed 200 words.
3. A narrative description (5 pages, maximum) of the program, event, or function which includes:

### program or event goals and objectives;

1. a description of how the program or event will address the College’s strategic directions;
2. description of proposed activities, including anticipated time line or dates and the venue to be used;
3. a description of the target audience(s), including numbers of participants; and

a statement whether the proposed program is free or, if not free, the amount of revenue expected from any admission or program fees (describe how those funds will be applied to the program costs in your budget narrative) and how the program will be evaluated.

4. A line-item program budget and description, using the budget narrative form found at <http://studentaffairs.buffalostate.edu/grant-allocation-committee-gac>.

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**Note Regarding Budget:** Preference will be given to funding direct program costs including honoraria,\* venue costs, production costs and marketing. Preference will also be given to grant applications that provide detailed costs associated with proposed event or program included information on sources/vendors. Applicants proposing programs with a high cost should plan to pursue other sources of funds and describe those plans in their budget narrative.

\*Honoraria may not be offered to employees of the college. Travel expenses may only be paid consistent with guidelines published in the current Buffalo State travel manual.

**Deadlines:**  In general, requests for funding made during the April cycle should be for programs taking place in the following summer and fall. Requests for funding made during the September cycle should be for programs taking place in the fall and spring. Requests for funding made during the November cycle should be for programs taking place the spring. However, the committee will consider proposals that fall outside these general parameters. Check the website (https://studentaffairs.buffalostate.edu/grant-allocation-committee-gac) for the most current deadlines.

**To Apply:** Submit your proposal via email to erokwusc@buffalostate.edu AND one hard copy delivered to Cleveland Hall room 513 by the established deadline.

## Requirements of Award Recipients: Applications will be reviewed by the Grant Allocation Committee. Decisions will be announced approximately two weeks after review by the Committee. All literature and advertisements pertaining to funded programs should name the Grant Allocation Committee and the Academic and Student Affairs Office as a sponsor. Award recipients must submit a report to the Committee at the conclusion of their program.

**Grant Proposal Review Criteria:** Applicants are strongly encouraged to review the GAC Proposal Rubric which will be used to evaluate the merits of each proposal. The rubric can be found at <http://studentaffairs.buffalostate.edu/grant-allocation-committee-gac>.

**Proposal Abstract**

**Instructions:** Please complete the following sections. For optimal consideration, please follow the guidance in each heading.

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| --- |
| **Abstract**  *For optimal consideration, the proposal should follow the following criteria:*  *· Clear and concise: the purpose/overall intent or proposed event is clearly and concisely\specified*  *· Provides a need or problem statement*  *· The purpose of the proposal is directly linked or addresses the identified problem or need*  *· Does not exceed 200 word limit* |
|  |

**Narrative Description**

**Instructions:** Please complete the following sections. For optimal consideration, please follow the guidance in each heading. (Do Not Exceed 5 Pages)

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| **Program Goals & Objectives**  *For optimal consideration, all objectives*   * *Must be measureable,* * *Support intended purpose of event, and* * *The evaluation tool designed to measure stated objectives is included as an attachment* |
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| **Alignment with the College’s Strategic Directions**  *For optimal consideration, the narrative should:*  *· List the strategic directive(s) supported by proposed event’s activity(ies)*  *· Provide a thorough explanation of how proposed activities support all of the college’s strategic directions listed in the grant proposal* |
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| **Description of Activities**  *For optimal consideration, the description of activities should:*  *· Clearly describe proposed activities in terms of who, what , where, and when*  *· Describe how they support strategic directives and stated goals/objectives*  *· Be specific, concrete, (tentative dates) timelines of proposed activities provided, feasible, well-sequenced* |
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| **Description of Target Audience(s)**  *For optimal consideration, this section should adhere to the following:*   * *Subset of Buffalo State community is clearly identified* * *Clearly identifies the expected number of participants* * *Clearly identifies the outreach or marketing efforts, which advertise proposed event(s) to Buffalo State community* |
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