

**22-23**

CEAS  
Organizational  
**Funding Guide**



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## Overview

The CEAS Organizational Funding Guide is broken up by the different funding opportunities each student organization has at their disposal within the University of Cincinnati. Each funding opportunity currently available has been generally broken down by their purpose, contact information, meeting times, and relevant funding policies. This document serves as a general overview and guide that organizations can reference at any time.

Overall, when requesting funds from any funding avenue, the organization will need to provide a line-item budget outlining the items they are requesting funding for. The organization should also be able to provide details on the event/project they are requesting funds for and be able to highlight where the requested funds are specifically going to. They should also be able to answer questions on the event/project's campus impact and quantify their impact to the best of their ability.

Additionally, each of the different funding opportunities require a certain amount of time before your scheduled event date. If the request for funding is late or too close to the event date, the organization risks not having the money in time regardless of if the approving body approves the funds or not.

If your organization has any questions regarding any of the funding avenues, it is best to reach out to the point of contact listed underneath each avenue's contact information. They will be able assist you if you are in need of more clarification or if you are looking for funding.

## University Funding Board

### Overview

UFB serves as the financial backbone for the undergraduate student body. They function to equitably allocate the general fee to approved organizations to foster a diverse and inclusive environment through events and essential investments. All student organizations requesting funding should complete the RESET process each academic year, oversee and document all organizational financial transactions with your respective advisor, submit all documentation and request by the required deadline, and inform your members of UFB policies, procedures, expectations, and regulations.

The funding process is split into two designations, one for Registered Student Organizations (RSO), and one for Academic (non-athletic) Intercollegiate Competitive Events (AIC). RSOs are given \$500 each academic year in operational funding and may request up to an additional \$5,500 for on-campus events, off-campus events, and essential investments. AICs are eligible to request up to \$10,000 each academic year.

### Contact Information

Contact Email: [ufb@mail.uc.edu](mailto:ufb@mail.uc.edu)

Meeting Date: Thursdays at 6:00pm in TUC 423

Advisor: Rachel Boote ([booterl@ucmail.uc.edu](mailto:booterl@ucmail.uc.edu))

### Eligibility

Organizations eligible for UFB funding must complete the RESET process and have both their organization's president and treasurer complete the mandatory training. They must also be a registered RSO or AIC organization with SAB and be in good standing. Newly formed RSO and AIC groups must wait 4 weeks of class after SAB approval before receiving funding.

Any organization that receives academic credit, does not have an elected president or treasurer, receives any consistent allocation from other areas of the general fee, is eligible for Graduate Student Government Association funds, and/or has outstanding bills with the university and/or one of its offices/partners is not eligible for UFB funding.

### Items Generally Not Funded

1. Honoraria for University of Cincinnati alumni that have graduated within the past 2 years, students, faculty, staff, or administrators
2. Honoraria for family of members of the student organization requesting funding
3. Advisor costs (not including lodging and registration fees. Other costs will be assessed on a case-by-case basis)
4. Per Diem costs for competitions. This includes any kind of food costs that students might incur. Students are not permitted to use university funds on per diem food costs
5. Seed money for fundraisers (e.g. loans); this includes any event related to fundraising
6. Student gifts or giveaways of any type (e.g. philanthropic donations, novelty items, clothing, non-essential decorations, balloons, office supply items, gift cards)
7. Service contracts that do not pertain to the organization's purpose or are used solely for the benefit of the organization (e.g. photographers, therapists, coaches)
8. Electronics (e.g. computer hardware and software, printers and printer equipment, web page development, typewriters)
9. Insurance, national, or state membership fees or dues
10. Any item deemed excessive by UFB and/or not fully justified by the organization to be essential to the operations, primary purpose, or programming of the organization
11. Any student participating in an on or off-campus program for monetary prizes or academic credit (with the exception of AIC organizations)
12. The cost of shipping cannot exceed half the cost of all items being purchased

13. Media paraphernalia (e.g. magazines, videos, films, books, newspaper publications, and newsletters) not essential to the educational value of the event
14. Programming events centered on recruitment or social entertainment (e.g. kick-off and/or end-of-the-year events) that lack sufficient educational value
15. No rewards cards (i.e. Kroger Plus, Amazon Prime, hotel rewards programs, etc.) can be used with any purchases made using university money either directly or through reimbursement
16. Web conferencing subscriptions (i.e., Zoom)
17. Purchases and reimbursements through mobile payment systems (i.e., Venmo)
18. Alcohol
19. Any item that can be classified as a weapon
20. Any purchase not made in US dollars.

## RSO Information

### Budget Submission Timeline

Budgets should be submitted for events that are at least 14 days prior to the Thursday UFB meeting at which your budget is heard. You are encouraged to submit your budget much earlier though.

1. Attend an Office Hour
2. Submit your budget online with supporting documentation by Tuesday at 12:00pm
  - a. Note: Any budget request sent back for missing documentation is due by 10:00am on Thursday
3. Attend UFB Meeting on Thursday at 6:00pm
4. If approved:
  - a. Schedule an appointment with the UFB financial advisor to begin payment process
  - b. Submit paperwork 10 days after event
  - c. Submit a Program Assessment by the end of the month after the event

### Operating Funds

Each RSO eligible to receive UFB funds may request up to \$500 each academic year for operations expenses. The operating funds are intended to be used for the general management of the organization at their discretion. Funds can be used to help purchase any supplies or other materials that a student organization may need to hold a productive meeting or event.

Appropriate uses of operating funds:

1. Food for recruitment events and meetings
2. Apparel
3. Office Supplies
4. Materials for programs (decorations, reusable items, costumes, etc.)
5. National chapter registration fees
6. Prizes/giveaways
7. Contingency funds for budget overages

Inappropriate uses of operating funds:

1. Anything in violation of university policies (alcohol, etc.)
2. Food for a limited number of organization members
3. Unethical or excessive purchases
4. Gift cards
5. Bake sale supplies

6. Seed money
7. Fundraising money
8. Any purchases made after the operating fund's deadline

### **On/Off-Campus Events**

Events for both on and off-campus funded by UFB must provide educational value as determined by the board. The events must align with the organization's primary purpose/mission as registered with SAB.

On-campus events are defined as an event held on UC's Uptown West Campus or UC's Medical Campus that doesn't require the organization to stay overnight to attend. They must be open and free of charge to all UC students.

Off-campus events are defined as any off-campus event and/or event in which any member of the organization will stay overnight as part of the event. You will be required to submit travel authorization, travel roster, and a vehicle rental form (if needed). No food will be funded.

### **Funding Notes**

1. Food and Beverages
  - a. May only be used for up to 3 events over the academic year
  - b. Must indicated food will be provided in event advertisement
  - c. Note: There is no longer a cap on food expenses.
2. Transportation
  - a. Must provide completed online travel roster
  - b. 51% of students traveling must be undergraduates
  - c. Must use UC transportation if the event travel distance is greater than 100 miles from UC's Uptown West Campus
  - d. Airline tickets will not be funded
  - e. UC International must approve travel before funds can be allocated
3. Conference Registration
  - a. Will not fund food for students at conferences, but will not deduct from the line item if the organization cannot opt out of a cost for meals included in the conference registration
  - b. Minimum of 2/3 of members attending must be undergraduate students
4. Hotel/Lodging
  - a. Lodging requests for UC students are funded
  - b. Incidental charges are the responsibility of the funded organization
  - c. May not be purchased through a third-party sites (Expedia, Travelocity, etc.)
5. Performer and Performer-Related Expenses
  - a. Must include written documentation of the performer's intent to attend
  - b. Credentials for how the performer fits with the event and organization
  - c. For performer transportation, organizations will assign \$0.55 per mile for gas expenses
  - d. Airline tickets for speakers or performers may not be purchased through third-party sites (Expedia, Travelocity, etc.)

### **Essential Investments**

Defined as equipment that is essential to the fundamental purpose of the organization. May only request a maximum of \$1,500 for essential investments each academic year. Items listed in the Items Generally Not Funded Section do not apply to essential investments.

**Appeals/Additional Funding**

Organizations may appeal a UFB decision by submitting an appeal through CampusLINK. The submission must include the list of items you wish to appeal the decision on as well as a typed letter explaining why the organization is appealing.

Based on the availability of funds, groups will be notified if they can request additional funding from the initial cap set based on UFB's allocation at the start of the academic year. Funds are allocated on a first-come, first-serve basis.

## Undergraduate Student Senate

### Overview

Undergraduate Student Senate serves as the legislative branch within the Undergraduate Student Government. Student Senate is responsible for changing the constitution, bylaws, or rules of procedure for USG. Additionally, they approve the USG budget and makes recommendations to the University on behalf of the Undergraduate Student Government body.

Organizations receive their funding through co-sponsorship bills. This process is done by getting a senator to write and sponsor a bill, then presenting the bill at a senate meeting in order for it to be voted on by the rest of Student Senate. Any CEAS organization interested in receiving funding from Student Senate should reach out to either of the two CEAS Senators. Keep in mind that the co-sponsorship bill must be submitted 10 or more days prior to the event so organizations should reach out to the CEAS senators at least 2 weeks prior to the event.

### Contact Information

CEAS Senators Emails: Alex Woodall [woodalar@mail.uc.edu](mailto:woodalar@mail.uc.edu) & Devansh Saxena [saxenadp@mail.uc.edu](mailto:saxenadp@mail.uc.edu)

Meeting Date: Wednesdays at 6:00pm in TUC 425

Advisors: SALD Team ([link](#))

### Eligibility

All student organizations both registered and unregistered with SAB are eligible for Senate funding. Any organization that has received funding by another part of USG, including tribunals, is ineligible for co-sponsorship from Student Senate.

### Items Generally Not Funded

1. Donations to nonprofits/3<sup>rd</sup> party organizations or monetary gifts
2. Alcohol
3. Any item that can be classified as a weapon
4. Any purchase not made in US dollars.

### Questions to Consider Before Requesting Funding

The questions listed below are some of the most frequently asked questions that are important to come prepared with. These are not the only questions that will be asked.

1. How is your organization funded? (i.e. UFB, SACUB, etc.)
2. What is the overall mission/budget of your organization?
3. Is the goal of the organization to raise funding for a third party (charity/nonprofit)?
4. What is the total budget the organization has for the event, program, activity, etc.?
5. What is the line-item breakdown of funds for the event?
6. Where will the USG funds being requested be used in context to the total budget for the event?
7. How does this co-sponsorship directly or indirectly affect the student body?
8. What percentage (or number) of University of Cincinnati students will benefit from this event taking place?
9. Does this event positively impact the student experience through cultural, educational, or recreational means?
10. Is this event accessible to the student body?
11. Why is the group/organization in question specifically asking USG for funding?
12. Which other university offices and other organizations within and outside of the University of Cincinnati have been reached out to for funding?



## CEAS Tribunal

### Overview

CEAS Tribunal serves as the College of Applied Science and Engineering's Student Government. They represent the CEAS student body on all relevant issues, specifically with curriculum, academic and professional standards, and university and college computing services. They also assist the students with professional, social, and leadership development.

The funding process is split into three categories, ESOC Collaboration Funding, Co-Sponsorship Funding, and Organizational Funding. Each funding category has their own approval body, eligibility requirements, and specific use restrictions. Any organization interested in receiving funding should contact the current CEAS Tribunal President.

### Contact Information

CEAS Tribunal President: [morgatm@mail.uc.edu](mailto:morgatm@mail.uc.edu)

Meeting Date: Alternating Mondays at 6:00pm in Mantei 405

Advisor: Angela Boronyak ([zachmaaa@ucmail.uc.edu](mailto:zachmaaa@ucmail.uc.edu))

### Eligibility

Organizations eligible for CEAS Tribunal funding must meet the following requirements that are set forth by the College of Engineering and Applied Science, University of Cincinnati, and self-imposed by Tribunal.

1. Hold a checking account in the name of the organization (if the organization wishes to receive monies before making purchases) or speak to the Tribunal Treasurer before applying for funding (of the organization is able to be reimbursed after making purchases)
2. Complete the Funding Application form and submit it to the Tribunal Treasurer
3. Provide all required information in its presentation to the approving body
4. Have previously met the "After Receiving Funding" requirements if the organization has formerly requested and received funding (since June 1, 2021) from Tribunal
5. Be able to assure that the funds will be spent in accordance with type-specific requirements
6. Be able to assure that funding will not be used to cover alcohol, gift cards, or travel expenses

### Types of Funding & Sponsorships

#### ESOC Collaboration Funding

This funding is available to engineering organizations that plan to use any awarded monies to fund a joint project with two or more other engineering organizations. The ESOC Committee is the approving body.

#### Co-Sponsorship Funding

This category is money set aside for sponsoring events and some types of projects (both off and on-campus). Typically, organizers seeking co-sponsorship funding offer to place Tribunal's name or logo on marketing materials, etc., for the event. The CEAS Tribunal executive board is the approving body.

#### Organizational Funding

This is intended to be used by UC/CEAS student organizations to fund a project or event. This type of funding is appropriate in many scenarios: competition registration, venue rental, etc. The CEAS Tribunal executive board is the approving body.

### Pitch For Funding

In order to assist the approving body in coming to a decision during the funding request process, the requesting organization must make a pitch to the body. The pitch can be scheduled (by the appropriate Tribunal officer or chair) once the Tribunal Treasurer receives the organizations application for funding. The pitch will be given at a meeting and will

typically make use of a slide deck and one or more speakers. Other elements may be incorporated if the organization desires to do so. A pitch is required to convey the items in the following list at a bare minimum:

- Organization name and brief description
- Type of funding being sought
- Event/project name and summary
- Broken-down budget for full event/project and which part Tribunal funding will be used for
- Rough estimate of funding received to date and possible future funding (from other sources)
- How the funding will benefit CEAS students
- How the specific use restrictions will be met (if requesting ESOC collaboration funding or co-sponsorship)