Request HDH Programming Grants

HDH Programming Grants
HDH Programming Grants are a portion of the Housing * Dining * Hospitality budget which will be made available to student residents of UC San Diego's Housing facilities for use in building a strong residential community. Allocated funds must be used for on-campus events whose target population is solely on-campus residents.

This fund or portion of the Housing budget will be subject to yearly review and approval.

All expenditures must be used for the event described in the application only. If the grant is approved for only specific items, the funding can only be applied towards those things up to the approved amount. The following guidelines and rules are provided to help each individual/group when contemplating a community program. No Grants will be committed to a project without proper documentation including appropriate signatures.

When considering an idea, either you or we may seek advice from the HDH or campus-wide resources on event planning, liability, or other related matters. You can contact Katie Knoll, the Special Programs Coordinator, if you have specific questions about these topics. Please note, this is strictly advisory and the University does not have any authority regarding this process or Grants.

Acceptable Programs
The programs must be exclusively for Resident students and they must promote community within the residence halls and/or apartment communities. All programs must additionally meet the following criteria:

- Event must take place on-campus or in a UCSD HDH facility. Events not taking place within an HDH facility must include a description in the proposal about how the event will promote residential community.
- Event must have some interactive event that is not related to the eating or distribution of food or drink.
- Events must be open to only residents within the HDH facility.
- Event must have a defined target community and community-building purpose.

Programs must adhere to all university and residential policies. This includes policies related to posting and publicity, food handling, copyright laws, and all policies covered in the code of conduct and residential handbook. Programs should also be in alignment with the UCSD Principles of Community. In addition, all programs must adhere to the following guidelines:

- All programs must adhere to all requirements for safety based on standards provided by Environmental Health and Safety. This might require all participants to sign a waiver and/or for other safety precautions to be followed.

- If your proposed program includes providing food or beverage of any type, this must be obtained through Dining Services or UCSD Catering regardless if the requested funds are intended to pay for food and beverages or not.
- Alcohol cannot be provided at the proposed event.
- Programs must be adequately advertised within the target community. An advertising plan that adheres to all advertising and posting policies in the community must be outlined and followed in order to receive funding.

Examples of types of programs are
- Karaoke event in a lounge or a dining hall
- Video game tournament
- Volleyball tournament

Additional consideration and funding will be given to weekend programming and to co-sponsored programs.

Procedures
To request HDH Programming Grants each Individual or Group must:
1. Submit a plan and HDH Programming Request Form. Included information should include proposed budget for the program, proposed advertising method(s), description of the program, description of the target community including the size of the population and what the need to bring them together is, and how the program specifically will build residential community for the target population.
2. Work with the Residence Life Liaison and/or designee to discuss adherence to campus and residential policies or discuss other planning requirements when necessary.
3. Individual/group will be notified with approval or denial of the proposed project, or if more information is required to make a decision. If approved, information about what is required in order to complete the grant process will be provided.
4. Payment Options:
   a. Approved purchases can be made by the individual. Original receipts containing only items used for the approved program and for approved expenditures will be necessary in order to receive reimbursement.
   b. Housing*Dining*Hospitality can provide purchase orders for approved purchases as well.

Deadlines
Projects can be submitted anytime but must be received at least two weeks prior to the event to ensure there is proper time for you to meet with the Residence Life Liaison and to appropriately advertise the event. Approval is also subject to available funding.

Budgets
The HDH Programming Grant budgets are allocated by fiscal year (FY goes from July 1 to June 30) and are not eligible for expenditure in other fiscal years. If all funds have not been

allocated, students may request a maximum of $1200. Allocated amounts will be determined by the provided budget, the size of the target population, and if the program will be held on a weekend or weekday. Submitted budget should include detailed or estimated costs of all components of the event, including but not limited to supplies, advertising, and other items that might be necessary (like food and beverage, security for large events, equipment rental fees, or other costs of the program). Requests may be granted in full, partially granted, or denied.

Requirements
Current non-staff resident students may apply for grant funds. Students must be on-campus residents, enrolled, and on campus regularly for the proposed program. A residential council; official campus organization; or other group of students may apply, but the application must be submitted by an individual. That individual will be responsible for working with the Residence Life Liaison and/or their designee on fulfilling all requirements of the programming grant. Grants are intended to promote events for resident students only. Preference will be given to grant requests for weekend programs and co-sponsored events.

Money will not be granted for alcohol or any food or beverage not obtained through Dining Services or UCSD Catering. Approved programs that are providing food or non-alcoholic beverages must have obtained these items from UCSD Dining Services or UCSD Catering.

The HDH Special Programs Coordinator or their designee will help provide ongoing support to grantees in the form of a "support partner." This partner will aid in problem-solving and the grantee is expected to communicate with the support partner about their program regularly (as agreed upon by the applicant and the Residence Life Liaison) throughout the planning process and at least once after the event.

Criteria for Selection
HDH Programming Grant applications/applicants will be evaluated based on the following:
-   Goals relating to building a stronger community within the targeted residential area.
-   Potential to have long-term positive effects on the community.
-   Adherence to all university and community policies and procedures, as well as campus standards for health and safety.
-   Excellent event and advertising planning presented in the timeline and/or relevant work or volunteer experience.
-   Cost effective use of funds and other resources.

Applications must be received electronically. All materials must be submitted in digital format, to **khknoll@ucsd.edu.** As detailed below, you must include **personal information, a program description, community description, proposed advertising plan, a detailed budget, and a detailed schedule/timeline**. You will receive an email confirmation of receipt of your complete application.

Please include:

Personal Information:
1. First and last name
2. Residential community
3. Phone number (please specify whether home, work, or mobile)
4. Email address
5. Campus status: Undergraduate/Graduate
6. Expected graduation date
7. Department or Major, if applicable

Program Description*:*
Please include program title, date, time, and location, goals, rationale, and expected results. Please address how you hope that the program will positively affect the target community.

Community Description:
Describe the community who this event is primarily for. This should include the size of the population and what the community is like.

Proposed Advertising Plan:
Describe how you plan to effectively advertise the event to the target community. Please include when each type of advertising will be posted.

Detailed Budget:
Detailed list of what is needed to successfully complete the program and the estimated costs of each item. This list should include ALL items, regardless of if you are asking for the grant to fund this item. Please also include information about what other funding sources you are seeking funding from, if any, and the status of each request.

Detailed Timeline*:*
Include a timeline of the planning of the event, advertising, event set up timeline, and budget wrap-up and evaluation timeline.