

Butte College Associated Students Grant Criteria

Campus Projects

General Information

The Butte College Associated Students (BCAS) budget is made up of the Student Activity Fees paid by students each semester. Each year, the BCAS allocates a portion of their overall budget to the BCAS Grant Fund. The intention of the grants is to support student-oriented on-campus projects, events, and research at Butte College that motivate and inspire students through education, activism, community building, civic engagement, and leadership development.

In addition to projects that support the general student population and campus, the BCAS has allocated additional funding for projects that specifically focus on one or both of the following initiative areas:

- **Sustainability Initiatives**
 - *Projects that include sustainable components or are focused on sustainability efforts at Butte College.*
- **Diversity, Equity, and Inclusion Initiatives**
 - *Projects focused on diversity, equity, & inclusion efforts at Butte College.*

Grant Review Committee

Each year, the BCAS will appoint a BCAS Grant funding allocation committee to prepare the grant fund documents, advertise the grant funds, lead proposal workshops, review proposals, and make recommendations to the BCAS executive board. The committee is comprised of the BCAS Business Affairs Director, the BCAS Advisor, the Student Life Secretary, 2 additional BCAS officers, and a faculty/staff member from outside of the BCAS/Student Life team.

Project Director Eligibility

All applicants must designate a Project Director. To be eligible to serve as the Project Director and receive funding from BCAS Grant funding allocation committee, you must meet the following requirements:

- 1) Be a Butte College faculty (part or full-time), staff, or a currently enrolled student.
 - a) Student Project Directors must meet the following additional criteria:
 - i) *Be enrolled in a minimum of 5 units*
 - ii) *Must be working have oversight from a Project Advisor. Project Advisors must be:*
 - (1) *A Butte College faculty, staff, or administrator*
 - (2) *Providing guidance and continued support to the proposed project*
 - iii) *Remain an enrolled Butte College student for the duration of the proposed project if awarded funding. Changing Project Directors must be approved by the BCAS Grant Fund Allocation Committee prior to the change.*
- 2) Must attend one of the mandatory proposal workshops scheduled, prior to submitting proposal.

Project Proposal Eligibility

- 1) Proposals must have an eligible Project Director.
- 2) Proposed projects must support the concepts, presentation, and funding criteria outlined in the rubric evaluation form.
- 3) Proposal must be submitted by the funding cycle deadline (no late applications).

Funding Criteria

- There is no minimum or maximum dollar amount that an applicant may request.
- Requested products, equipment, and materials must meet or exceed the BCAS Sustainable Purchasing Policy requirements or give a rationale why it is not applicable. (refer to policy)
- Repeat requests must demonstrate attempts to secure on-going sustainable funding.

The Committee will give preference to:

- Projects that address the multiple areas of the evaluation rubric
- Projects that are achievable, will be highly visible to the campus community, and have the potential to make a significant impact on students
- Projects that enhance or support the missions and values of the BCAS and college
- Projects that produce measurable outcomes, e.g. financial savings or student success
- Projects that can eventually be institutionalized with outside funding sources
- New, previously unfunded, proposals and ideas
- Projects that support or enhance community-building efforts on campus
- Projects that promote civic engagement and service learning
- Projects that meet or exceed the sustainable purchasing policy for items requested

The Committee will NOT fund:

- Projects that are already funded by the District or are the responsibility of the District (e.g. most facilities expenses and general safety & security on campus)
- Wages for Butte College staff or faculty
- Student assistant payroll
- Off campus projects & events

Proposal Selection

- The BCAS Grant Fund Allocation Committee may choose to fund the total amount requested or revise the amount (lesser or greater). Due to limited funds, some proposals may not be awarded funds.
- All projects approved by the BCAS Grant Fund Committee will then require final approval by a majority of the BCAS Executive Board.
- All contacts listed on the proposal will be notified by email.