

# **Campus Grants Program Guidelines**

The Campus Grants Committee encompasses all the programmatic committees. Funding is provided for unit members' needs such as making the work place safer, encouraging and promoting professional development, expanding affirmative action/diversity opportunities for minorities, women, or employees with military status, creative technological needs that are not provided by the campus and promoting funding opportunities for employees with disabilities.

## **Objective**

The Campus Grants Program is intended to supplement campus funding for projects or activities that would develop or enhance cooperative problem solving, professional development, creative use and understanding of technology, safer working conditions and understanding and facilitating diversity in the workplace. Except in extraordinary circumstances, the maximum amount awarded per application is \$15,000.

## **Eligibility**

An individual employee, a campus group or committee, or a multi-campus group or committee.

A project or activity that is designed to meet the needs of multiple full-time and/or part-time employees at a single campus, at multiple campuses, or statewide.

A commitment of a campus financial contribution of a minimum of 40% of the total cost of the project or activity. NYS/UUP Joint Labor-Management Committees' funds that have been awarded to the campus should not be included as part of the campus contribution.

Proposals that include the following:

- Evidence of programmatic or professional need.
- A project or activity that has not been available before on campus, newly conceptualized, or successful elsewhere.
- A description of the tangible and measurable results expected with details of the method of reporting and evaluation to be employed.
- A time schedule for implementation, including dates and methods to achieve the project or activity goals.
- The expected impact on the target group and negative consequences if any, of not being able to carry out the project or activity.
- Labor-management endorsement.
- A list of outside vendors or experts, if any, and how they will be selected.
- Particular consideration is given to projects or activities that:
  - Are innovative, can be replicated and are cost effective.

- Affect multiple campuses and the greatest number of UUP-represented employees.
- Request start-up costs only and demonstrate locally funded continuance of the program or activity in the future.
- Reflect campus monetary support greater than 40%.
- Are pilot programs that will be subsequently funded exclusively through campus resources and impacts a significant number of UUP-represented employees.

### **Application Deadlines**

A completed Application, with attachments, may be submitted at any time, but at least 45 days prior to the commencement of the project or activity. The decision to fund an application is at the discretion of the Campus Grants Committee.

### **Application Process**

#### **General Program Information**

Make sure you read and understand the General Program Information.

This section provides information pertaining to the disbursement of funds, including application follow-up, expenditure limitations, reimbursement of expenditures, acknowledgement of committee funds, equipment policy, and contacts.

1. Read the Application Instructions.
2. Fill out, print and sign the Application.
3. Have the Application signed by the campus president or designee and the UUP chapter president.
4. Send the Application with required attachments listed below to the NYS/UUP JLMC staff.

### **Required Attachments**

- A proposed project or activity described under Eligibility.
- A detailed statement from the campus president or designee indicating the campus's financial contribution of a minimum of 40% of the cost of the project or activity.
- A list of other grant support, if any.
- A letter of endorsement by the campus president or designee and the UUP chapter president.

Additional information may be requested by the Campus Grants Committee.

### **Program Evaluation**

A Program Evaluation must be submitted within 30 days of completing the project or activity. If the funded project or activity was completed at the time of the award, the evaluation must be completed within 30 days of the award notification. The Committee may postpone taking action on subsequent applications submitted by the award recipient until the Program Evaluation is received.