Provost's Office
Academic Cultural Programs and Special Event Fund
(Sponsored by ASC)

Each year the Auxiliary Service Corporation (ASC), through the Office of the Provost, proudly provides funding to support academic events on campus that foster educational growth and community involvement.

The Provost has established a standing **Program Fund Committee** that is tasked with reviewing academic funding applications in order to determine whether the need(s) meet the established criteria for ASC Program Funds and allocating the funds appropriately.

Although the Committee is willing to consider a wide range of needs for funding, it seeks to avoid duplicating other funding sources or funding projects more properly supported by different campus entities. Prior to applying for funding support through the Provost's Office *Academic Cultural Programs and Special Event Fund*, applicants must first seek funding from primary funding sources.

Other primary funding sources include:
- Funding from Student Government Association (SGA)
- Department / School Dean budgets
- Farmingdale College Foundation
- Any other college accounts
- Outside vendor support

Program funding awards are at the sole discretion of the Program Fund Committee. The Committee reserves the right to approve funding request awards as submitted, decline requests, or make adjustments and approve for amounts different from those requested. Note: only organizations recognized as part of the Academic Division of Farmingdale State College are eligible for program funding from ASC.

Academic Program Funds Filing Deadlines

Applications for **Program Funds** are due:

For events occurring June 1 - August 31, application deadline is *no later than March 31.*

For events occurring September 1-December 31, application deadline is *no later than June 30.*

For events occurring January 1-May 31, application deadline is *no later than October 31.*

The Program Funding Committee will convene on a triannual basis (April, July and November) to review applications submitted up to that time.

It is the responsibility of the applicant to submit the program funding application according to the application deadlines. <u>Timely submission is required in order to allow the Committee ample time to review the program funding request.</u> Submission filing deadlines will therefore be strictly enforced. Program funding requests submitted after the deadline shall be considered at the discretion of the Committee.

Contingency Applications can be filed at any time. Please scroll down for more information about filling a Contingency Program Fund Application.

Applying for Academic Program Funds

Program funding may only be used for purposes specified in the approved Program Funding application. Any changes in the scope of the program funding must be approved by the Program Funding Committee.

You must submit the completed electronic Academic Program Fund Application found at:

> http://www.farmingdale.edu/administration/provost/asc_fund/index.shtml

The form will automatically be submitted to holly.gordon@farmingdale.edu (Office of the Provost).

We will provide phone support to applicants during normal business hours to assist with any questions or issues with this process. Please contact the Provost's Office for assistance @ **631-420-2003**.

1. The program, activity, or event must affect a broad sector(s) of the campus community.

2. Program Funds will not be approved for events that are private in nature (i.e. events that are by invitation only) or retirement parties.

3. The program should enhance the education, research, learning and living experiences of the campus community.

4. Funds will not be approved for expenditures for goods and services supplied by outside vendors or organizations if ASC or any of its contractors have the ability to supply similar or identical goods and services. These contractors currently include ARAMARK Dining, Coca-Cola (beverages) and Barnes and Noble Campus Bookstore.

5. Program funding generally may not be used exclusively for food (meals, refreshments, hospitality) for Farmingdale State College students, faculty or staff. However, under certain circumstances, funding for food may be considered if it is deemed integral to the success of the program or event and the program/event is considered to be a benefit to the campus community. Funding for food shall be approved at the Committee's sole discretion. All food arrangements require the approval of Campus Dining Services.

6. Extra consideration will be given to groups who demonstrate collaborative efforts, support and funding from other campus constituencies such as Student Government and the Farmingdale Foundation.

7. Funding will not be provided for staff or student salaries, honoraria, or scholarships.

8. Funding will not be provided for staff or student travel normally funded by the College's budget.

9. Funds may not be used for the purchase of equipment (i.e. computers, projectors, amplifiers, etc.).

10. Funds may be used for office supplies only to the extent those supplies are used in direct support of the event.

11. It is prohibited to use funds for the purchase or distribution of alcohol and tobacco.

Applying for Contingency Academic Program Funds

A limited amount of funds MAY be available each year for events that may arise unexpectedly after the main deadlines for the Academic Cultural Programs and Special Events Fund have passed.

1. All of the guidelines listed above apply to Contingency requests.

2. Applications can be submitted at any time during the school year using the Academic Program Fund Application found here:

    http://www.farmingdale.edu/administration/provost/asc_fund/index.shtml

3. Applications must be received *at least* 4 weeks (28 days) prior to the event to be considered.

4. Contingency awards are limited to $1,000.00 and are only awarded if funds are available.

Academic Program Fund or Contingency Program Fund Award Notification

Awardee(s) will be contacted via e-mail at the address(s) supplied in the application, indicating whether funding has been approved, and if so, for how much.

Process for Utilizing Award Money

1. Groups approved for Academic Program Funds or Contingency Program Funds agree to **recognize ASC in all advertising, promotional materials and printed programs for the event.**

2. If your event includes serving food, contact ARAMARK Campus Dining at 631-420-2026 to arrange for food service prior to the event. Please allow at least one week's notice to campus dining to schedule your event. Please note that Campus Dining requires 48 hours advance notice of cancelation. Funds approved by the Program Fund Committee for food for an event which is canceled without the required notice **will not** under any circumstance be paid by ASC. The campus entity/area will be responsible for payment to campus dining.

3. Unless ASC is being directly billed, all payments must be processed by completing a Cash Disbursement Requisition form that can be obtained at the ASC Office, 1st floor, Laffin Hall.   Completed documents should be sent to the Provost's Office at 230 Horton Hall and must include:
   a. Completed, signed cash disbursement requisition
   b. Copy of the Program Fund Committee's approved Funding Application
   c. Original invoices or receipts
   d. Any promotional materials from any event showing ASC sponsorship

   (Note: Payments to be directly billed to ASC shall require prior approval)

4. **Completed cash disbursement requisition, receipts and back-up documentation are due to the Provost's Office no later than 30 days after the event has occurred**, but in no circumstance later than the end of the fiscal year (June 30th), whichever comes first. Failure to submit the required disbursement materials within 30 days following the event (or before June 30th of the fiscal year in which the event takes place) will result in a forfeiture of the ASC Program Fund programming for future requests.

5. The funds approved will be disbursed only for goods and services directly related to the event, not to exceed the amount awarded.

6. Groups approved for Academic Program Funds or Contingency Program Funds must also abide by all of Farmingdale State College's policies and procedures.

7. Funds are to be used for the event and purpose indicated on the original application. Groups are not permitted to use funds for a different purpose.

8. If your program funding is for a speaker, you must include your contract with the speaker in your disbursement requisition. Checks will not be processed without a signed contract. Please note if you contract with a speaker prior to receiving approval of

program funds, ASC does not guarantee your program funding request will be approved.

9. A properly completed IRS Form W-9 must be attached to all program funding disbursements for payments to new vendors or individuals. Failure to provide a W-9 will delay processing of payments, and could potentially result in cancellation and revocation of program funding.

10. The campus entity/area requesting funds must be sure to follow SUNY and Farmingdale State College record retention policy.

Cancellation of Approved Funds

1. ASC and/or its sponsor reserves the right to cancel any approved funds for events that are found to be in violation of ASC Program Fund guidelines, the ASC By-Laws, the ASC contract with Farmingdale State College or University policy. As a condition of funding, recipients of ASC Program Funds must assume liability for reimbursing ASC for any money spent in violation of Program Fund guidelines.

2. **ASC and/or its sponsor reserves the right to cancel any approved Program Funds if it becomes necessary to do so in order to preserve the financial stability of ASC**.

3. **ASC and/or its sponsor reserves the right to cancel and/or revoke any approved funds for failure to comply with program funds policies and/or procedures. Any unexpected funds or funds allocated for a cancelled event will revert back to ASC**.

Purchasing Items at the Campus Bookstore Using Academic Program Funds

In order to use Program Funds or Contingency Program Funds at Barnes & Noble College Bookstore, you are required to follow the process below:

1. Submit Academic Program Fund Application to Program Fund Committee for approval.

2. Upon notification of approval of your program funding, let the Barnes & Noble Bookstore manager know that you have received funding and would like to make a purchase(s) under the ASC account # 711100.

3. Coordinate purchase of items required for your event and approved by Program Fund Committee, with the Bookstore Manager.

4. Inform the Bookstore Manager that your items are to be invoiced to ASC under the Program Fund account # 711100.