



Cornell University Student Assembly

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Type of Action:	TYPE: Legislation
Status/Result:	New Business

1 S.A. Resolution #18
2 Setting the Special Projects Funding Guidelines
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4 ABSTRACT: Setting Special Projects Funding Guidelines
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6 Sponsored by: Diana Li '17, Julia Montejo '17
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8 **Whereas**, currently there are few written guidelines for Special Projects funding
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10 **Whereas**, when the Vice President for Finance, President, Appropriations Committee, and Student
11 Assembly review an application for Special Projects funding, it will follow the guidelines outlined in
12 the Appendix of this resolution,
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14 Be it therefore resolved, that the Student Assembly adopts these changes to the Standing Rules, in
15 Section 8, Subsection B:
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- 17 i. Rule 5: The Student Assembly may, through the process outlined in the Rules of this
18 document, choose to fund any project, program or service through Student Assembly
19 Special Projects that it deems will improve the quality of undergraduate student life or to
20 further the goals of the Assembly. Special Projects funding is a type of category
21 spending.
- 22 ii. Rule 6: Special Projects funding may be requested by any registered undergraduate
23 student of Cornell University.
- 24 iii. Rule 7: Special Project funding requests of no more than \$400 may be approved with
25 joint consent of the Student Assembly President and the Student Assembly Vice
26 President for Finance, thus avoiding the process for requests outlined in these Rules.
27 Such consent must be provided in writing to the Office of the Assemblies before any
28 funds are disbursed. If the President or the Vice President for Finance does not give
29 consent, requestors of amounts of up to \$400 may also be funded by the process
30 outlined in Rule 14 and Rule 15. After the approval by the Student Assembly President
31 and Vice President for Finance, the Vice President for Finance must report the approval
32 to the voting body of the Student Assembly. If the Student Assembly President and Vice
33 President for Finance wish to fund a project more than one time per semester, the
34 funding will require majority approval of the Student Assembly.
- 35 iv. Rule 8: The Student Assembly Appropriations Committee shall decide upon special
36 projects requests submitted by the process outlined in Rule 14 and Rule 15. The SA, at
37 large, may reverse an Appropriations Committee decision to fund amounts over \$400 by
38 a two-thirds vote of its members (not members present). After the Appropriations
39 Committee funds any project between \$400 and \$1500, the Vice President for Finance
40 must report this funding to the Assembly's general body at the next Student Assembly
41 meeting.
- 42 v. Rule 9: Requests of \$1500 and over that have been approved by the Appropriations
43 Committee require confirmation by a majority vote of the Student Assembly, at large.
- 44 vi. Rule 10: The Vice President for Finance shall present a written report to the Student
45 Assembly each time a special projects disbursement is made.

- 46 vii. Rule 11: Student Assembly committees can request funding from Special Projects only if
47 a funding request cannot be covered by the committee initiatives budget or a committee-
48 specific budget allocation.
- 49 viii. Rule 13: Special Project Requests should include as much detail as possible, including,
50 but not limited to: informed estimates of all major costs, specific dates and times for
51 events, event location, names of speakers, expected attendance, and other funding
52 sources for the event.
- 53 ix. Rule 14: All requests for special projects funding must contain the information required
54 in Rule 15 and must be formally submitted to the Vice President for Finance by email at
55 sa-vpfinance@cornell.edu. Requests for special projects funding over \$400 will be
56 reviewed on Mondays at regular or special meetings of the Appropriations Committee.
57 Requestors of amounts over \$400 should plan on submitting the formal request, with the
58 information required in Rule 15, to the Vice President for Finance by email ([sa-
60 vpfinance@cornell.edu](mailto:sa-
59 vpfinance@cornell.edu)) no later than 5:00pm on the on the Friday prior to the review
61 meeting.
- 61 x. Rule 15: In the request submitted to the Vice President of Finance by email, requestors
62 must provide the following information:
- 63 i. Name and NetID of Requestor
64 ii. Name(s) of Sponsoring Organizations (if any)
65 iii. Title of Event or Project
66 iv. Detailed Summary of Event or Project
67 v. Date(s) of Event or Project
68 vi. Location(s) of Event or Project, including any information about whether
69 any specific spaces have been reserved (if applicable)
70 vii. Total amount requested from the Student Assembly special projects funding
71 viii. Itemized list of expenses related to the Event or Project
72 ix. Itemized list of other income sources (if any) related to the Event or Project
73 x. Itemized list of co-sponsors and their contributions (if any).
74 xi. Expected attendance or size of potential for impact of Project or Event
75 xii. Plan for how this project or event will be accessible by all undergraduate
76 students.
77 xiii. Organizations receiving SAFC funding must detail why SAFC cannot be
78 applied.
- 79 xi. Rule 16: Projects or events must be accessible by all undergraduate students. the
80 organization seeking funding must show evidence of efforts to secure co-sponsorships
81 and other means of funding
- 82 xii. Rule 17: Special Projects does not grant funding for events or projects that already have
83 happened.

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86 Respectfully Submitted,

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88 Diana Li '17

89 *Vice President for Finance, Student Assembly*

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91 Julia Montejo '17

92 *Vice President for Diversity and Inclusion, Student Assembly*

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94 Samantha Romero Zavala '19

95 *Appropriations Committee Member*

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97 *(Reviewed by: APPROPRIATIONS COMMITTEE, 12-0-0, OCTOBER 17, 2016)*

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99 **APPENDIX:**

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101 **Special Projects Funding Specific Rubric:**

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1. Appeal to all undergraduates:

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a. Wide-Reaching Impact: Demonstrate how the impact will be wide-reaching: What other organizations will contribute? Where will advertising materials be distributed? What are the core audiences?

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b. Community need: Demonstrate need and request from the community

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2. Diversity and Inclusion:

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a. Accessibility: Does this project place financial burden of any kind on students? Does this project require transportation? Is this project accessible to those with disabilities? Are accommodations being provided? Are accommodations being publicized?

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i. If an event/project is a proposed in an inaccessible location, the Appropriations Committee may conditionally accept the proposal and work with organizer to make the event/project accessible

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b. Inclusivity: Name specific listservs the event is being advertised on, name specific community members this is being collaborated with

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3. Responsible Planning:

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a. Timely proposal submission

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b. Complete proposal submission

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c. Name Student Assembly committees/members that were involved if there were any

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d. An organization or individual can use Special Project Requests to accommodate programming needs that were not anticipated in the annual budget application.

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4. Demonstrate lack of other applicable funds:

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a. Name all sources of funding that this project has or intends to apply for

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b. Name all other possible sources of funding that have failed to fund this project or how they failed to fund this project: Cite rules and guidelines of other funding organizations such as SAFC or CUTonight that prevented them from obtaining funding

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