

Cornell University Student Assembly

1 **APPENDIX C: GUIDELINES FOR THE ALLOCATION OF THE** 2 **STUDENT ASSEMBLY INFRASTRUCTURE FUND**

3 **Section 1: Preamble**

4 The Student Assembly (the Assembly), is charged with the allocation of the Student Assembly Infrastructure Fund
5 (SAIF). Applications for funding provided by the SAIF must be reviewed annually by the SAIF Committee and are
6 subject to overview by the Appropriations Committee.

7 **Section 2: Funding Cycles**

8 By the first of November of every year, the annual payout of the interest income of the SAIF will be transferred into the
9 SAIF Disbursement Account of the Student Assembly.

10 By the first week of June of every year, any unspent or uncommitted funds greater than 20,000 dollars remaining in the
11 Disbursement Account shall be transferred back into the SAIF.

12 **Section 3: Reporting of Account Activity at Year End**

13 By the last regular Student Assembly meeting of the fall semester, the chair of the SAIFC will deliver a report to the
14 Assembly of all funds, committed, spent and unspent, remaining in the SAIF Disbursement Account.

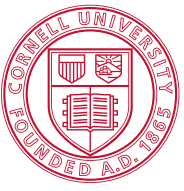
15 **Section 4: Definitions**

16 The following terms, which appear frequently in this Appendix, shall be defined as follows:

- 17 A. **SAIFC (Student Assembly Infrastructure Fund Committee)** – the committee of the Student Assembly with
18 delegated authority to allocate the funds generated by the SAIF.
- 19 B. **SAIF (Student Assembly Infrastructure Fund)**– the Student Assembly account established as an FFE (“Funds
20 Functioning as an Endowment”) which generates interest income each year.
- 21 C. **Disbursement Account** – the Student Assembly account to which the interest income from the FFE is
22 transferred. The allocations made by the SAIFC will be transacted through this account.
- 23 D. **Organization:** a registered Independent or University organization that has authorization to receive funding.
- 24 E. **Application:** the request to receive a funding award from the SAIF for a project or initiative.
- 25 F. **Applicant:** any individual student, group of students, organization, or group of organizations who submit an
26 application to receive a funding award from the SAIF.
- 27 G. **SAFC:** Student Activities Funding Commission, a committee of the Student Assembly, as outlined in the
28 Student Assembly Bylaws.
- 29 H. **Byline funding:** line item funding that comes directly from the SAF as described under Appendix A of the
30 Student Assembly Charter.
- 31 I. **Appropriations Committee:** a committee of the Student Assembly, as outlined in the Student Assembly
32 Bylaws.

33 **Section 5: Purpose**

34 The purpose of the SAIF is to financially support projects and/or initiatives that improve infrastructure or facilities
35 on campus that contribute to the undergraduate experience of Cornell students.



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36 **Section 6: Eligibility**

37 To be eligible to receive a funding award from the SAIF, an application for a project or initiative must:

- 38 A. be developed, organized, and submitted by Cornell undergraduates;
- 39 B. allow Cornell undergraduate students equal access to the benefits of the project;
- 40 C. be an initiative located on the Ithaca campus of Cornell University;
- 41 D. Be reliant on an SAIF funding award in order to be completed in a timely fashion;
- 42 E. not have previously requested and received a funding award from the SAIF for the same purpose.

43 **Section 7: Permitted Applications**

44 The following applications represent some, but not all, of the eligible projects or initiatives that, if they are not among
45 the list of prohibited applications, may receive funding awards from the SAIF:

- 46 A. a renovation of a room or building
- 47 B. the construction of new infrastructure (ex. Bike racks, electrical outlets, water fountains)
- 48 C. an opportunity to increase the size of a capital goods expenditure to receive an unforeseen benefit (i.e. a
49 planned renovation by the administration could be substantively expanded via student support); and
- 50 D. a project or initiative that needs initial start-up funding before it can become eligible for other sources of
51 funding on campus.
- 52 E. A web-based application that provides benefits to Cornell undergraduate students.

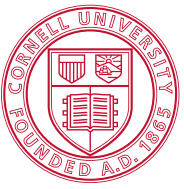
53 **Section 8: Prohibited Applications**

54 The following applications are prohibited from receiving funding awards from the SAIF:

- 55 A. an application that did not receive funding or failed to get reimbursed from other sources due to an error on
56 behalf of the applicant;
- 57 B. requests to help an applicant avoid running a deficit resulting from a lack of adequate planning;
- 58 C. an application to cover the costs of a regularly occurring project or initiative; and
- 59 D. an application that directly or indirectly subsidizes the cost of tuition of an individual student.

60 **Section 9: Procedure for Determining Funding Awards**

- 61 A. Release of Application
 - 62 i. The chair of the SAIF Commission (SAIFC) is responsible for submitting the application to receive
63 funding from the SAIF to the Office of the Assemblies by the second regularly scheduled Student
64 Assembly meeting.
 - 65 ii. The Office of the Assemblies shall make the application provided by the chair of the SAIFC available
66 to all eligible applicants by the third regularly scheduled Student Assembly meeting, or one week
67 following the meeting with the SAIFC Chair, whichever is sooner.
 - 68 iii. The chair of the SAIFC shall create a publicity plan, in conjunction with the Executive Committee of
69 the Student Assembly, detailing how the SA will make all students aware of the SAIFC. This plan



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70 shall be approved by the Executive Committee by the second regularly scheduled Student Assembly
71 meeting of the Fall semester.

- 72 iv. The chair of the SAIFC is responsible for releasing a timeline by the third regularly scheduled
73 Student Assembly meeting of the Student Assembly each semester consisting of the deadline for
74 applications, when those applications will be reviewed by the SAIFC, and when those funding awards
75 will be announced.
- 76 v. The chair of the SAIFC may choose to hold additional SAIFC meetings to evaluate all received
77 applications that have not yet been reviewed in addition to the dates released in the timeline on the
78 first day of each semester.

79 B. Funding Award Evaluation Process

- 80 i. For each application, the SAIFC will:
- 81 a. arrange a hearing where the proposers of the application may address questions of the
82 committee,
- 83 b. determine if the application is eligible to receive a funding award from the SAIF,
- 84 c. decide the order in which applications are voted upon to receive funding awards by first
85 holding a ranked order vote by committee members. Once SAIFC has established
86 application rankings, the vote on funding awards will proceed from the highest ranked
87 application and so on in descending order.
- 88 ii. After the SAIFC evaluates an application, the chair of the SAIFC must issue a written report which
89 includes the:
- 90 a. name of the applicant,
- 91 b. project or initiative requested in the application,
- 92 c. date that the SAIFC reviewed the application,
- 93 d. funding award amount requested by the applicant,
- 94 e. funding award granted by the SAIFC and what that funding award is as a percentage of the
95 available funding in the SAIF at the beginning of that academic year, and
- 96 f. rationale explaining the SAIFC's decision
- 97 iii. All funding awards granted by the SAIFC must be approved by the Dean of Students before
98 becoming finalized.
- 99 iv. If the applicant has a University operating account with internally controlled funds and oversight by a
100 Cornell-employed advisor, the Vice President for Finance will approve the transfer of funds from the
101 SAIFC into their account. If the applicant does not have an account that meets these eligibility
102 requirements, the amount of the funding award will be separated from the remaining balance of the
103 SAIF and expenses will be processed through regular university accounting procedures through the
104 Office of Assemblies, like all others under the Student Assembly budget.
- 105 v. At each meeting of the Assembly immediately following a finalized funding award, the report
106 associated with the application must be included in the meeting's agenda.
- 107 vi. The chair of the SAIFC will file any reports or minutes of committee meetings pertaining to the
108 SAIF with the Office of the Assemblies.
- 109 vii. The chair of the SAIFC shall regularly report to the Assembly on the progress of projects and shall
110 inform the Assembly of any setbacks the Commission faces in implementing its projects