

Resolution on SAFC-recommended changes to SAFC Funding Guidelines

Whereas the Student Assembly Finance Commission (the Commission) is a committee chartered under Bylaw 7.5.a.5 of the Student Assembly (the Assembly);

Whereas the charter and bylaws of the Commission, including the SAFC Funding Guidelines (the Guidelines), are subject to amendment by majority vote of the Assembly; and,

Whereas the Commission has completed a periodic review of the Guidelines and recommended several changes for the Assembly's approval;

Whereas the Co-Chairs of the Commission have compiled and modified the proposed changes in consultation with the Office of the Assemblies;

Be it therefore resolved that the following changes with **insertions indicated in bold** and ~~deletions in strikethrough~~ be implemented:

In Section 2.1.1, titled *Basic Requirements*:

To be eligible to request new funds or to spend allocated funds an applicant must:

1. register with the [Student Activities Office](#) (SAO);
2. have undergraduate members who comprise at least sixty percent of its total membership, **excluding alumni members**; and,
3. be in good standing with the commission.

Officers of the applicant must also meet the following requirements:

1. president(s) and treasurer(s) must take an online test to demonstrate familiarity with commission rules;
2. president(s) and treasurer(s) must agree to abide by [standards for ethical conduct](#); and,
3. president(s), treasurer(s), and advisor must sign the hard copy of any funding request submitted.

The organization must meet all eligibility requirements by the hard copy application submission deadline. The commission may not accept submissions from organizations that have not met the eligibility requirements.

In Section 2.1.2, titled *Limitations for New Applicants*, which should be retitled *New Applicant Status*:

For the purposes of this section, an organization is considered to have applied for funding if it successfully submits its application online. A new applicant is an organization that has not applied for funding in the previous two consecutive funding cycles. A second semester applicant is an applicant that has applied for funding in at least one of the previous two semesters and was a new applicant when it last applied for funding. All other applicants are considered returning applicants.

New applicants and second semester applicants may be subject to special restrictions detailed elsewhere in these guidelines.

~~An organization which has not received funding from the SAFC in the last two semesters may~~

~~receive a maximum allocation of \$500 in the first semester it receives an allocation and \$1,000 in the next semester it receives funding.~~

In Section 2.2.5, titled *Enforcement*:

Suspected violations which have been reported, will be investigated.

In Section 3.2, add the following Section 3.2.8 *Limitations for New Applicants*:

A new applicant may receive a maximum total allocation of \$500. A second semester applicant may receive a maximum total allocation of \$1,000.

In Section 3.3, add the following Section 3.3.4 titled *Limitations for New Applicants*:

If none of the organizations that are parties to the application are returning applicants the commission will award a maximum of:

- **\$1,000 if all organizations are new applicants,**
- **\$1,500 if only one organization is a second semester applicant,**
- **\$2,000 if more than one organization is a second semester applicant.**

In Section 3.4, titled *Special Project Funding*:

3.4.1 Purpose

To accommodate ~~unforeseeable~~ changes in circumstances that require an organization to request additional funds, the commission permits submission of ~~amended requests for funding~~ **special project requests**.

3.4.2 Eligible Items

An applicant may request additional funding for any expenses in its budget or for entirely new expenses under the following conditions:

- applicant meets criteria for eligibility;
- ~~amended~~ **special project funding** application is submitted before a deadline in the calendar such that the commission will render a decision before any additional requested funding must be used;
- additional funds are needed because of new circumstances which:
 - support a higher allocation than the original circumstances of the application,
 - could not have been reasonably anticipated or mitigated by the organization before it submitted its original request, and
 - arose after the last regular opportunity for funding.

3.4.3 Procedure for Submission

Organizations submit ~~amended~~ **special project funding** applications using a special projects-application form available online from the commission website. Forms must be signed by the registered president, treasurer, and advisor of the organization and must include:

- identification of the items for which additional funding is needed and how much more is needed for each; and
- appropriate documentation of new circumstances necessitating the increased allocation, including documentation to support the contention that ~~they could not have been foreseen~~ **the applicant could not have foreseen such circumstances** at the last regular deadline ~~or when the organization last submitted its application.~~

3.4.4 Procedure for Review and Allocation

The commission:

- reviews the ~~amended~~ application at the next date set in its calendar and renders a decision by the same process as for the ~~original~~ **single organization** application, but without a hearing except by request of the Chair(s) of the commission;
- rejects the application or any parts of it that do not meet criteria for ~~an amended a~~ **special request funding** application; and,
- considers the parts it accepts on the merits as if it were **part of** the original submission and allocates accordingly.

In the first paragraph of Section 4, titled *Budget Hearings*:

Any applicant requesting ~~more than~~ **\$500 or more** may schedule a hearing to answer any questions commissioners may have about the request. Applicants requesting less than \$500 may not request a hearing.

Add Section 5.1, titled *Caps and Percentage Cuts* containing the following text:

The commission may impose caps and percentage cuts to allocations on a per organization and, for jointly organized events, per event bases in order to assure total allocations do not exceed available funds. The total of funds awarded, including additional funds from special project requests and appeals, may not exceed such caps and are subject to such cuts as well as any other per organization or per event caps and cuts specified elsewhere in these guidelines.

In the second sentence of Section 6.2, titled *Procedure for Initial Appeal*:

The appeal must:

1. be submitted in the same academic semester as the disputed action **before the deadline specified in the calendar adopted by the commission;**

In the first sentence of the last paragraph of Section 6.3.1.3, titled *Decision of the Appeal*:

The remedy provided to the organization should provide what the organization would have received if the error had not occurred or they had all necessary information at the time of the budget submission.

In the first sentence of Section 7.1.1, titled *Purpose*:

Organizations may request that the university pay expenses directly, either because of university policy or personal preference.

In the first sentence of Section 9.2.3.1, titled *Copying*:

Applicant:

- specifies the number of copies required; ~~and,~~
- ~~may not request funds for documents intended for internal circulation only among the group's members such as newsletters and agendas.~~

In the first sentence of Section 9.2.3.3, titled *Advertising*:

Applicant:

- uses advertising funds only for the purpose of membership recruitment; and,
- utilizes the Cornell Daily Sun.

In the first sentence of Section 9.3.2, titled *Eligibility*:

- occur on a weekday when classes are in session or a weekend that is not part of a university holiday such as Fall Break or Spring Break; and,

In the second sentence of Section 9.3.2, titled *Eligibility*:

- must ~~include~~ include documentation of a reservation for a room or practice space in its request, even if it enjoys exclusive control over the room.

In the third sentence of Section 9.3.2, titled *Eligibility*:

- will not allocate for the event without [documentation](#) of a room reservation.

In the third sentence of Section 9.3.3.1, titled *Engagement Fee*:

- **includes a completed Letter of Intent Form (see [Documentation](#) for more information) for each engagement fee greater than \$500; and,**
- ~~provides an explanation for engagement fee requests that exceed \$500 in the application;~~ and,

In the second sentence of the subsection of Section 9.3.3.2, titled *Transportation Expenses*:

- includes in its application Proof of Distance (see [Documentation](#) for more information) for the speaker or performer's round trip; and,
- includes in its application Documentation of airfare costs **in addition to Proof of Travel Distance**, if funding is requested for air travel

In the last sentence of Section 9.3.3.5, titled *Media rental or copyright fees*:

Applicant:

- specifies titles of each copyrighted item that will be used, regardless of associated fees;

- and,
- includes in its application a Price Quote (see Documentation for more information) for each movie rental or copyright fee; and,
- includes ~~Proof of Cornell Cinema Approval~~ **a letter or email from the Director of Cornell Cinema or a designee indicating tentative approval for the event** (see Documentation for more information).

In the Section 9.3.3.4, titled *Program Materials*:

The commission funds non-perishable; **and** re-usable items or materials **that are** essential to the success of a program.

In the first sentence of Section 9.4.2, titled *Eligibility*:

To be eligible for funding the event must:

- **be located outside the municipal limits of Tompkins County, New York;**
- occur between the first day of classes and the last day of exams for the semester in which it occurs; and,
- be organized and hosted by another institution.

In the second sentence of Section 9.4.2, titled *Eligibility*:

Applicant includes in its application:

- a Proof of Travel Event documentation;
- a written explanation of how participation in the event supports the mission of the organization;
- the dates of event;
- ~~the number of people for whom travel funding is requested, and~~
 - if travel is requested for more than four individuals, documentation from the event organizers or a signed note from the applicant's advisor stating:
 - ~~the exact number of students traveling; and,~~
- the location where the event will occur; **and**
- **Travel Event Request Addendum form, if funding is requested for more than four travelers.**

In the first sentence of Section 9.5.1, titled *Purpose*:

The commission funds consumer goods that are typically used repeatedly over a period of years and **are** able to exist without significant deterioration **or are necessary for a group's purpose.**

In the first sentence of Section 9.5.2.2, titled *Books, Magazines, Videos, CDs, and DVDs*:

Applicant includes in its application:

- a list **of** the following for each item requested:
 - title,
 - location to store,

- cost,
- for each item that will be stored in the university library, printout of an e-mail from library staff indicating that the library will not purchase the item itself,
- for each item, printout of library catalog search showing that the item is not available;
- and,
- for each item, Price Quote documentation to support the cost listed.

In the first sentence of Section 9.6.3, titled *Eligibility*:

To be eligible for funding, the publication must:

- **be printed and distributed in the same semester for which funding is requested;**
- and,**
- be available to the entire Cornell community and distributed in areas frequented by this community, including campus dining facilities, student centers, libraries.

Section 11.1, titled *Proof of Contact*, and Section 11.2, titled *Letter of Intent Form* will be removed from their current location and appended under Section 9.3.3.1, *Engagement Fee*, and subsequent sections 11.3 through 11.4 will be renumbered accordingly.

Section 11.5, titled *Proof of Travel Event*, will be removed from its current location and appended under Section 9.4.2, titled *Eligibility*.

Respectfully Submitted,

Emlyn Diakow

SA Member and SA Liaison to SAFC

Yuliya Neverova

SAFC Co-Chair

Varun Gehani

SAFC Co-Chair