The SAFAC Proposal Application Process

Overview:
To apply for funds from SAFAC, complete the following steps/procedures:

✓ Download the Proposal Application Form (Form P from the SAFAC Website)
✓ Complete the form (your representative can aid you in this step)
✓ Submit the form with all applicable attachments and any additional information to your representative
✓ Your representative will make arrangements for your item to appear on the calendar of the next meeting
✓ Attend the meeting for which your item is scheduled and be prepared to answer any questions concerning your item

If your item passes SAFAC, it will be forwarded to the department head for approval. If the department head approves your item, and it is under $2000/year, the expenditure will be made. If the proposal is more than $2000/year, it will be transmitted to Administration for final determination. Once all of these steps have been completed, the funds are available for expenditure.

Filling out the application:
As part of the application, you will need to provide some basic information. This includes your name, the name of your class representative, title of your proposal, the amount of funds being requested, and a short description of the proposal. Included within the short description, please state the intended goal(s) of the proposal.

You will need to show how this proposal fits into both the goals of SAFAC and the areas of concentration of the Cal Poly Plan. For better description of these items, see the document “Goals of SAFAC and the Cal Poly Plan – Summarized,” available on the SAFAC website.

A detailed description of your proposal is also required. This additional document is in supplement to the form you have completed. Required issues to be answered within the detailed description are: who is allowed to participate in the program/idea/event/etc. proposed; how the proposal will be administered; and a breakdown of exactly how the funds will be used/expensed. Other information needed is described on the form.

Filing your application:
To enter the appropriations process, first submit your proposal to your representative to make sure that your application has been filled out correctly. Once this has occurred, your representative will make arrangements to add your item to the calendar of the next available meeting.
SAFAC Goals
Approved 10/23/02

1. Provide comfortable, efficient, safe educationally-related furnishings in lab rooms.
2. Provide specialized equipment in lab and resource rooms to support and enhance educational quality.
3. Provide enhanced access and support to the Resource Room and Computer Lab.
4. Provide computer software and hardware that meets current student, faculty, and professional expectations.
5. Provide field study opportunities.
6. Provide professional development opportunities such as attendance at conferences and training seminars.
7. Provide support for guest speakers and department-sponsored conferences.
8. Provide additional part and full-time faculty to supplement existing course offerings and address specific unmet needs.
9. Provide additional staff to support student academic needs.
10. Provide information resources to support student research.
11. Insure that the benefits of student academic fee money is distributed equitably among the students.
12. Support college and university-level initiatives when the benefits of collective action are identifiable to the college and the department.

Cal Poly Plan – Summarized
For more information, see the Cal Poly Plan Website at:
www.calpoly.edu/~inststdy/cp_plan/index.html

Institutional Productivity:
A. Greater efficiency in the use of physical resources and fixed costs
B. Greater productivity in support and administrative services

Student Learning and Progress:
A. Improvements in access to classes, academic advising, and other measures to assure timely progress to degree completion
B. Improvements in access to classes, academic advising, and other measures to assure academic success
C. Moderate increase in enrollment during the academic year, to return to Master Plan capacity of 15,000 full-time equivalent students during the academic year

Educational Quality:
A. Preparation of graduates with state-of-the-art knowledge and competencies needed for life and work in the twenty-first century

Accountability and Assessment:
A. Development of measures of accountability and procedures for assessment that demonstrate the stewardship of the University to both internal and external constituents
Proposal to the
City and Regional Planning Department
SAFAC Committee

❖ Name of Applicant: __________________________ Class Standing: ______
❖ Class Representative: ________________________ Date: ______________
❖ Name of Proposal: ____________________________
❖ Amount of Funds Requested: $ _________________  ❘ OVER $2000
❖ ◼ UNDER $2000
❖ Short Description of Proposal

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

❖ This Proposal fits into these goals set forth by SAFAC (See Goals Lists from
Instruction Sheet):

Goals (circle all that apply):  1  2  3  4  5  6  7  8  9  10  11  12

❖ This Proposal fits into these areas of the Cal Poly Plan:

◼ Educational Quality ◼ Institutional Productivity
◼ Student Learning and Progress ◼ Accountability and Assessment

❖ If your proposal is UNDER $2000, please attach a detailed/formulated description of
this proposal including who is allowed to participate in this proposal, how the proposal
would be administered/managed, and provide a breakdown of EXACTLY how the finds
would be used.

❖ If your proposal is OVER $2000, please attach a detailed/formulated description of
this proposal including details of the current situation, alternatives to the proposal, pros
and cons of each alternative, and a detailed breakdown of how the finds would be used
and how the proposal would be managed/administered.
City and Regional Planning Department
Student Academic Fee
Approval of Fees for Use

❖ Name of Proposal: ____________________________________________________

❖ Total Cost: $_____________

❖ Short Description of Proposal___________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

❖ This Proposal fits into these areas of the Cal Poly Plan:
[ ] Educational Quality   [ ] Institutional Productivity
[ ] Student Learning and Progress [ ] Accountability and Assessment

❖ This proposal was approved by the student committee on _____________.

It was approved by the Department Head on _________________.

It bears the signature of the Chair of the Committee and the Department Head:

SAFAC Chair: ____________________________________________________
Jim Bergman, SAFAC Chair

Department Head: ________________________________________________
William Siembieda, CRP Department Head

❖ For more information or clarification on this approved proposal, please contact the CRP Department.