

SFRB Application Guidelines

Instructions

Please remember that a completed application includes the SFRB-provided cover sheet, signed by your unit's chair/director/head; an executive summary (details on next page); and a comprehensive, itemized budget spreadsheet for your entire unit, including all funding sources. **Your application will be considered incomplete if it is missing any of these components.**

Please answer the following questions in a document **no longer than 10 pages**, single-spaced with 1-inch margins, left-aligned, in size 12 Times New Roman. Any graphics or tables may be included as appendices, cited at your discretion in the main text of your application.

1. Describe the history and mission of your unit, and how its services support the mission of the University. Please address each of the following bullet points in your answer.
 - a. What services does your unit specialize in that are not offered in a similar form elsewhere within the University?
 - b. How does your unit serve the University's commitment to diversity?
2. Briefly describe each program/project in your unit that is funded specifically by student fees. What are the outcomes, so far, of each program/project?
3. Describe any increase in SFRB funding you are requesting, and provide justification detailing how that increase will improve your unit's impact on the student population.
4. Describe student participation in your unit, and any plans to improve it, addressing each of the following bullet points.
 - a. How are students involved in the governance/decision-making of your unit?
 - b. How many students do you employ (including graduate assistants, interns, etc.)?
5. Describe specific improvements your unit has made in the last fiscal year to the accessibility of its services, and any plans to further improve accessibility.
6. How does your unit collaborate with other campus units and/or off-campus entities?
7. What methods have been used in evaluating your unit's impact on the student population (e.g. surveys, focus groups, interviews), and how effective have those methods been?
8. What are your unit's current non-SFRB sources of funding (e.g. Instructional & General, outside grants, self-generated revenue), and if applicable, what additional funding sources are you seeking this fiscal year?
 - a. What increases or decreases from non-SFRB funding sources do you anticipate

compared to your budget last year?

9. What are your unit's current plans to address the recommendations of last year's SFRB? We understand that these plans are subject to change in response to any unexpected developments later in the fiscal year.
 10. Provide any other information or a narrative that will assist the SFRB in making its decision to fund your unit.
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Executive Summary

Please provide an executive summary, **no longer than 1 page**, to introduce your application. This document will repeat, in a condensed form, the most important information in your answers to the questions above. This serves two purposes: providing SFRB members with a guide to reading your full-length application, and improving transparency to students and other constituents who may review SFRB materials for their own purposes and do not have the time to read full-length applications.

The executive summary must be single-spaced with 1-inch margins, left aligned, in size 12 Times New Roman. Please include the following points of interest:

- Briefly describe your unit's role in supporting student success, particularly those services not available elsewhere within the University.
 - Briefly describe how you have used and/or would in the future use student fee funding to benefit UNM.
 - Explain why your unit is seeking SFRB funding as opposed to other funding sources.
 - Briefly describe your unit's partnerships and collaborations both within and outside the University.
 - If you are requesting a funding increase, briefly describe the reasons for, and intended uses of, the increase.
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Notes

- Chartered Student Organizations are **NOT** eligible for SFRB funding.
- First-time applicants, and applicants that did not receive funding last year, do not need to complete questions 2, 3, and 9.

SFRB Hearing Presentation Guidelines

You will have 15 minutes to make a presentation to the SFRB. Your presentation may cover much of the same ground as your application, but in an oral and/or visual format that allows you more flexibility to emphasize what you think is most important.

The board will have 15 minutes after your presentation (or 30 minutes, for units requesting more than \$400,000) to ask you clarifying questions and provide further opportunity for you to explain your unit's services and needs.

- Strong presentations will address most or all of the following elements:
 - Mission statement
 - Standing/long-term goals
 - Services, with an emphasis on signature projects/programs funded by student fees
 - Plans for the upcoming academic year (e.g. special events, renovations, pilot programs)
 - Training and professional development opportunities available to students
 - Breakdown of funding sources
 - Breakdown of spending/allocations
 - Funding trends (e.g. increases and decreases in I&G funding relative to student fees and other sources)
 - Student organizations that partner with or are supported by your unit
 - Impact/contact metrics
 - Responses to SFRB recommendations
 - Details of request for new funding

- One or two student testimonials may be appropriate to include as examples of how your services improve student success. **However, your hearing presentation should focus not on anecdotes of this kind, but on your unit's capabilities, goals, and finances.**

- As many (or as few) personnel and constituents as you like may attend your hearing and be involved in your presentation, but any constituent involvement should be limited to addressing the presentation elements listed above. A large audience can convey support for your unit, but should not distract from your presentation.

- Creativity is encouraged, but not at the expense of concisely communicating the quantitative and qualitative information required by the board.

If your unit has typically included other presentation elements not provided for in these guidelines, you will still have the opportunity to elaborate on your application at the student forums, scheduled shortly after formal hearings. The board strongly encourages students and

other constituents served by your unit to attend these forums and relate their own stories about your unit's contribution to their academic, professional, and personal success.

Sample presentations will be available on the SFRB website.