



## Student Fee Review Board Application Checklist

\_\_\_\_\_ Cover Sheet

\_\_\_\_\_ Executive Summary

\_\_\_\_\_ Application Questions

\_\_\_\_\_ Budget Form A

\_\_\_\_\_ Budget Form B (**one-time requests**)

\_\_\_\_\_ Budget Form C (**non-SFRB funding**)

Please submit an electronic version of this application via email to [SFRB@unm.edu](mailto:SFRB@unm.edu) and 13 hard copies of this application to the ASUNM Office, Student Union Building suite 1016.

**DEADLINE September 9, 2016, 5:00 PM.**

**\*Late applications will not be accepted.**

**Student Fee Review Board  
Funding Application for Fiscal Year 2017-2018**

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Name of Unit

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Dean/Director

Title

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Campus Address

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Campus Phone

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E-mail Address

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\$  
**Total Amount Requested**

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Alternate Email Address

**One-Time Funding** \_\_ **Recurring** \_\_ **Requesting Increase** \_\_

**CERTIFICATION**

I certify that the statements herein are true and complete to the best of my knowledge and accept the obligation to comply with the terms and conditions of the Student Fee Review Board. I understand that the SFRB is a **recommendation** body and that its funding allocations are subject to revision by the Budget Leadership Team before final approval.

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Submitted By (Print Name)

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Department Head Signature

Date

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## Application Guidelines

A completed application includes the SFRB-provided cover sheet, signed by your unit's chair/director/head; an executive summary; answers to all questions; and all required budget forms. **Your application will be considered incomplete if it is missing any of these components.**

1. Include the provided SFRB Cover sheet
2. Type your executive summary, **no longer than 1 page**, and include the required information.
3. Answer the application questions. Your answers to these questions can be **no longer than 10 pages**, single-spaced with 1-inch margins, left-aligned, in size 12 Times New Roman. Any graphics or tables or supplemental information will be accepted electronically or physically brought to the hearings.
4. Fill out Budget Form A (**required**) paying attention to the new format and required information.
  - a. Column A should detail the actual amount spent on each line item in 2015-2016
  - b. Column B should detail your unit's budgeted amount for 2016-2017
  - c. Column C should detail your unit's budgeted student fee amount for 2016-2017
  - d. Column D should detail your unit's projected entire budget for 2017-2018
  - e. Column E should detail your unit's requested student fee budget for 2017-2018
  - f. Column F should calculate any increase or decrease in student fees requested. Be sure to describe these further in the answer to question 4.
5. Fill out Budget Form B **only if your unit is requesting one-time funding**.
6. Fill out Budget Form C **only if your unit also relies on outside funding** (any funding other than student fees).

**DEADLINE:** 5:00 p.m., Friday, September 9, 2016

**Email completed application to:** [SFRB@unm.edu](mailto:SFRB@unm.edu)

**Deliver thirteen (13) printed-hole punched without staples or paperclips--copies to:**  
ASUNM Office – Student Union Building, Suite 1016

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### *Notes*

- Chartered student organizations are **NOT** eligible for SFRB funding.
- Applicants that did not receive SFRB funding last year do not need to complete questions 2, 3, 4, and 10.

## 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 application questions. 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.

- Briefly describe your unit's role in supporting student success, particularly those services not available elsewhere within UNM.
- 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 UNM.
- If you are requesting a funding increase, briefly describe the reasons for, and intended uses of, the increase.

## Application Questions

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? What, if any, changes do you plan to make to these programs/projects?
3. Does your unit have an SFRB balance forward? If so, please justify this balance forward and describe how you will utilize it.
4. Describe any increase in SFRB funding or one-time funding you are requesting, and provide justification detailing how raising student fees will improve your unit's impact on the student population. If requesting increases or one-time for multiple programs/projects, which program/project is your top priority? If requesting an increase or one-time, please state any reserves in your unit's budget and provide justification for not using said reserves for the requested increase.
  - a. **If requesting one-time funding, please complete Budget Form B.**
5. What are your unit's current non-SFRB sources of funding (e.g. Instructional & General, state or federal 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?
  - b. **Please complete Budget Form C for non-SFRB income.**
6. 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.)?
7. Describe specific improvements your unit has made in the last fiscal year to the visibility/accessibility of its services, and any plans to further improve visibility/accessibility.
8. How does your unit collaborate with other campus units and/or off-campus entities?
9. 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? Please provide any data collected if it pertains to the application.
10. If your unit received specific recommendations from last year's SFRB, what are your unit's current plans to address these recommendations?
11. Provide any other information or a narrative that will assist the SFRB in making its decision to fund your unit.

## SFRB Hearing Presentation Guidelines

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.

**Your hearing presentation should not focus on student testimonials, but on your unit's capabilities, goals, and finances.**

- Time limits:
  - **Presentation:** 15 minutes
  - **Questions from SFRB:**
    - 15 minutes for organizations requesting under \$350,000
    - 30 minutes for organizations requesting \$350,000 or more
- Strong presentations will address most or all of the following elements:
  - **Background**
    - Mission statement
    - Standing/long-term goals
    - Services, with an emphasis on projects/programs funded by student fees
    - Plans for the upcoming academic year (e.g. pilot programs, special events)
    - Training and professional development opportunities available to students
    - Student organizations that partner with or are supported by your unit
    - Impact/contact metrics
    - Responses to SFRB recommendations
  - **Finances**
    - 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)
    - Details of request for new funding
    - Details of SFRB balance forward (if applicable)
- As many (or as few) personnel and constituents as you like may attend your hearing, but their involvement should be limited to providing the information listed above. A large audience can convey support for your unit, but should not distract from your presentation.
- Creativity is encouraged, but concision and clarity should be your priorities.

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 (see timeline). The board strongly encourages students 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 at [sfrb.unm.edu](http://sfrb.unm.edu).