



## Civic Engagement Recognition and Allocations Commission Budget Guidelines and Principles

### GENERAL PRINCIPLES

CSC Student Groups are funded by the France-Merrick Endowment. **This endowment is intended to support direct service in Baltimore City**, and as such, the bulk of group funding should be spent on activities directly related to service with community partners. Expenses not directly related to direct service (or training/reflection to improve the quality of service) should be limited.

#### *Annual Allocations*

- Budget requests for the student initiative's annual budget are submitted annually as part of the re-registration process.
- Requests will be reviewed by the Civic Engagement Recognition and Allocations Commission, who will determine the allocation to make based on all the materials submitted by the initiative
- The Commission will take into account the thoroughness of the submitted budget, budget narrative, and academic year plans when awarding an Annual Allocation
- Allocations will be announced by April 11, 2018
- The decision Student groups who have received smaller budget grants than hoped for may submit written appeals by April 20 for Commission reconsideration. The Commission will then review all of the appeals and make an updated decision. The results of this process will be released on May 1, at which the decision will stand. Details about this process will be included in the Annual Allocations announcement

#### *Guidelines for Preparing Your Budget*

- Please provide as much detail as possible regarding your planned activities for the 2018-19 academic year and how you plan to spend your funding
- Although the Commission has a limited amount of funding award, **there is no cap** on the grant a group may request. However, your budget narrative must include specific information regarding how costs were determined. Please consider the “carrying capacity” of your organization--how much service you reasonably expect to do based on member interest and partner need. You should develop a budget that reflects how much that will cost.
- There is no template for the budget narrative. Please upload a word document/PDF describing your budget request and be sure to review these guidelines for more help.

## FREQUENTLY REQUESTED BUDGET ITEMS

### *Transportation*

- **CSC Vans**--free to rent, mileage billed at \$0.65/mile. Availability is limited--please do not build your entire budget around only getting CSC (free) vans
- **HopVans**--\$15/per day to rent; mileage billed at \$0.65 a mile
- **Lyfts**--based on standard Lyft rates
- **Gas**—You do not need to budget for gas. If you happen to fill the gas tank while driving a CSC/HopVan, the amount you spend on gas will be deducted from the rental charge
- If you have additional transportation expenses, please be sure to describe how they connect to your program needs

### *Fees to National Organizations*

- If your initiative is a chapter of a national or international organization that charges you a fee, please include that line item in your budget.
- In cases of high fees (more than \$200 annually), please describe the benefit the group gets from association with the national organization (e.g. professional development support, connection to a larger community, other resources)

### *Recruitment Expenses*

- Recruitment expenses may total no more than \$50 each semester
- Please describe your plans/needs in the budget narrative

### *Food*

- **Food for partners/service:** Please describe how you determined the budget request (number of meals/snacks a week, how many people you're feeding, etc.)
- **Food for General Body Meetings/End of Year Celebrations:** Should be limited to no more than 10% of the group's budget
- All groups must order catering through Foodify using the Student Organization Purchase Request Form, at least 10 business days in advance. You cannot be reimbursed for out-of-pocket catering purchases unless you have been given specific permission by a CSC staff member, via email, in advance of the event.

### *Professional Development*

- Travel for group members to local, regional, or national conferences on behalf of the group will now be funded through the Supplemental Grant process, twice per semester. These types of expenses should not be factored into the Annual Allocations budget (though you're welcome to mention them in your budget justification)

### *Websites*

- The Commission will not grant funding for expenses for external websites, as CSC groups are not permitted to have websites outside of the Hopkins Groups platform

### ***Apparel/Imprinted Items***

- The CSC and its programs participate in the JHU Hopkins Local initiative to support the Baltimore community and economy. All apparel must be purchased from Baltimore City vendors
- Groups may request funding for apparel through the Annual Allocations process, but designs must be approved by the CSC prior to ordering.
- The CSC will cover the entire cost for t-shirts for children participating in CSC group programs (for example, a Girl Scout troop or youth soccer team)
- Annual Allocations funding can only be used for \$5 per JHU student (as listed on the group's Hopkins Groups roster) per item. The balance of the cost of the item must be paid for by the student receiving the item

### ***Supplies***

- The CSC's preferred vendors are Amazon and Office Depot
- Please provide a detailed explanation of how you determined the budget you will need for supplies for your program. It may be helpful to review your records to see how much you've spent in the past

### ***Printing***

- CSC Groups and Event-based Service Programs do not need to budget for standard printing (color/black and white on regular or colored paper/cardstock). All CSC groups are eligible to print for free at the CSC.
- Budget for printing if you anticipate printing more complicated items

### ***Dues and Donations***

- Groups are discouraged from collecting dues from members unless specifically required to do so by the group's affiliated organization/community partner
- In cases where the group decides to collect dues, the group must work with their advisor to develop a scholarship plan for students for whom the dues would be a barrier to participation
- JHU policy prohibits groups from using PayPal, VenMo, Kickstarter, or similar platforms to raise funds or conduct other transactions for their groups.

### ***Other Funding Opportunities for CSC Initiatives***

#### **Supplemental Grants (two times a semester)**

- Monthly supplemental grants for direct service projects occurring within six weeks to meet unanticipated needs (for example, for additional supplies and transportation funding)
- Event grants (for fundraisers, educational/awareness events) (pending funding)
- Professional Development Fund (travel to conferences on behalf of the group, providing training for group members) (pending funding)