SAF Annual Proposal Form for the 2018-2019 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from November 13, 2017 until 5:00pm on January 11, 2018. The intent of the annual operating budget is to support on-going student activities, services, and programs. Services and Activities Fees are defined in RCW 28B.15.041 to mean “fees, other than tuition fees, charged to all students registering at the . . . state universities . . . The legislature also recognizes that Services and Activities Fees are paid by students for the express purpose of funding student activities and programs” of their particular institution. These funds will be available for the 2018 to 2019 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 2, 2018 and February 9, 2018. Please include a regularly checked email in the application, as that will be the main form of communication between SAF and the requesting group. The SAF Liaison will contact the requesting group to notify them of a hearing time.

Please ensure that your request is in accordance with SAF Bylaws, which are available at the following website: http://www.uwb.edu/studentaffairs/safc/safbylaws. Please note the SAF Committee will be coordinating with Club Council to develop an efficient funding model.

The Committee will hold an open forum and appeals, tentatively scheduled for on Friday, April 13, 2018. Requesting groups will be notified of a preliminary budget before the open forum and appeals date.

Late applications will not be accepted, except at the discretion of the Committee. Adjustments to the final total requested by any club, group, organization, or department will not be accepted. After a request has been submitted, it may not be reopened for alterations or changes.

The submission window will be open on Monday, November 13, 2017.

Questions? Please contact the SAF Committee, at SAFuwb@gmail.com.

Information to Know Before Submitting Proposals
1. Read Guidelines for Funding/General Criteria for Evaluating Funding Requests before you decide to submit a request (http://www.uwb.edu/studentaffairs/safc/safbylaws).

2. Services and Activities Fees may not be used in support of credit-bearing courses.

3. If you plan on requesting food in your application, please familiarize yourself with the University Food Policy.

4. Please note that the committee cannot fund more than you request (with the exception of benefits associated with salaries or wages, which are set annually by the state and university). If there is a submission error, the committee cannot make any changes and will base their decision on the initial request only. Additional forms/attachments will not be accepted.
# SAF Annual Proposal Form

**Question 1.** *(Indicates a required field)*

**Proposing Group**

(i.e. Career Services, Sustainability Club, Campus Events Board, etc.)

| FILM FESTIVAL CLUB/MINDA MARTIN/ALKA KURIAN |

**Question 2.** *

**Department/Organization**

(i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)

| SCHOOL OF INTERDISCIPLINARY ARTS AND SCIENCES |

**Question 3.** *

**Contact Person**

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

| MINDA MARTIN |

**Question 4.** *

**Contact Email MINDAM@UW.EDU**

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

Please include a regularly checked email as the SAF Committee contacts groups primarily through email.

| MINDAM@UW.EDU |
**Question 5. *\**

Contact Phone

Please include the phone number of the contact person. This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

425-352-3412

**Question 6. *\**

Faculty/Staff Member

Please discuss your request with a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) before submitting your request and include the name and title (i.e. John Smith, Club Adviser) of that individual. IMPORTANT: This person will also be listed as the budget owner.

MINDA MARTIN/ALKA KURIAN

**Question 7. *\**

Faculty/Staff Member Email

Please provide the email of the faculty or staff member you discussed your request with. Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation.

MINDAM@UW.EDU/ALKAK@UW.EDU

**Question 8. *\**

Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding. How does your proposal support the 21C initiatives?

Please reference the University of Washington Bothell's 21st Century Campus Initiatives at the following website and, if and where appropriate, please refer to the applicable initiatives: http://www.uwb.edu/21stcentury

We are proposing the first annual student media festival for UW Bothell. Students from across the university will be invited to submit videos they have produced on campus in the past two years. These videos will range from narrative, experimental, and documentary. Themes will include, among
others, gender, sexuality, racism, nationalism, and human rights. The entries will be screened and judged by faculty and students based on content and innovation. Approximately 15 videos will be chosen to represent the wide range of student production on campus. Five awards will be given to the best videos. The Media Festival will be attended by students, media professionals, faculty, staff, family, and friends. It will also be screened on-line and be archived. We are applying for funding for the event, which includes professional programs of the show, posters for publicity, food/refreshments, on-line site of the selected videos for the show, a host for the event (usually a media professional from Seattle or North Seattle, to whom we pay a speaker fee), and lastly prizes for the winners of the show. These prizes include Audience Award, Best Social Justice Award, Best Environmental or Economic Justice Award, Most Empowering Voice Award, and more. The videos will be sustained digitally through a digital content site and housed on the UW Bothell website.

This event is a template of the 21st Century Initiative in how to Enhance student services to support academic success and enrich student life, Deepen and broaden community engagement and research. Support signature strengths in interdisciplinary scholarship and innovative thinking. Students will work closely with faculty in research, creative output, curation, event planning, and community partnership. Faculty will supervise students in enabling them to wear many different roles in their media related field. For example, here are a few of the roles students will take on:

1. “Curator” Students will judge other students work from a technical, theoretical, aesthetic, and thematic viewpoint. Students will be creative writers coming up with themes, categories, and titles to advertise the student media festival to the campus and the community.

2. “Promoter” Students will be promoters making flyers, posters, postcards (which we need funding to pay for) to promote the event to the campus and community of San Marcos. In addition, they will create a website for the show.

3. “Fundraiser” Students will be fundraisers in asking companies for donations, gift certificates, and/or products to accompany each award. If we are awarded funds, students can use these funds to ask organizations to match the funds. This is usually a more successful way to get donations. Furthermore, the student will put the name &/or sponsor logo of the organization who donates funds in the program and in the video credits.

4. “Editor/Sound Designer” Students will be editors/sound designers editing a trailer for each category as well as compiling one reel of all the videos awarded. In addition to editing the reels, students will practice sound designing and sound mixing.

Question 9. *

Need for this Program/Service

In 200 words or less, please do the following:
• Describe the need for this program or service. Explicitly describe how does this program directly and indirectly benefit our community campus?
• If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative).
• If you have tracked the success of this program or service in the past, please provide that information here.

Through local media and community outreach, we will also invite non-student residents of North Seattle, highlighting the emergence of our campus as The North Seattle hub of media culture and student activity -- a place that can be accessed by students and community residents alike for top-quality cultural events. By partnering with area businesses in providing prizes for this grassroots, student-led event, we intend to open the door to new, fruitful, and lasting collaborations with area industry and civic organizations.

Question 10. *

New Request or Previously Funded

Has this request been funded in the past? If yes, please indicate what part of the proposal was previously funded by SAF and what is a request for new allocations.

New Request

Question 11. *

Estimate number of students that will benefit from your proposed program/service.

In 200 words or less, please do the following:

• Indicate the benefits of your proposed program for students.
• Estimate how many currently enrolled students will likely benefit from your proposed service or program.
• Estimate the number of any other individuals (and indicate their affiliation) that might benefit from this service or program.

About 100 students will attend the festival. Students will look forward to this final event each year as it brings a student-centered, high-energy celebration to the campus in which all students can participate. They will enjoy the competition, the acknowledgement of their work, and the screening. They will benefit in participating in the jury process, how to package media materials for submission, and how to submit their work for festivals. This will give students the experience necessary to compete in the professional world. Furthermore, all students, whether they are juried into the show or not, learn from this experience, and they all enjoy seeing the final work screened in the evening. Faculty members Minda Martin and Alka Kurian bring experience putting together film festivals and will be overseeing this event.
Students have the unique opportunity to celebrate their creative work with their parents, colleagues, and the community. The thematic structuring of the films and students’ engagement with the topics will promote UWB’s culture of inclusion and plurality. The award lets the students know that we value their voice and want them to continue to make media whether it is in the industry or for creative use. The awards will go to the most innovative and strongest content by our students. Students who see the videos either in person or on-line will be encouraged to try harder and gain an appreciation of their colleagues and to challenge their craft and to produce stronger content. For students who are nominated and for those who win awards, they will have more confidence in making their next media text whether it is in their next class, graduate school, or their first professional media job. Furthermore, this event will encourage and empower students to submit their media texts to TV, festivals, jobs, film industry, and graduate school. If they win an award or screen at a competitive media festival, it will bring recognition to the University.

Question 12. *

How do you plan to assess the program or service?

How do you plan to track the effects of this program or service?

For example, how would you track how the event/program/service went? How would you track how successful it was and what you could change in the future?

### Event Planning Timeline

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<tr>
<th>Date</th>
<th>Action Step</th>
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<tbody>
<tr>
<td>Fall 2018</td>
<td>Inform students of date for the festival deadline and event</td>
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<tr>
<td>January 2019</td>
<td>Disseminate call for entries; start to organize event, gather funding for awards with local organizations</td>
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<tr>
<td>Mar 23, 2019</td>
<td>Submission of videos due</td>
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<tr>
<td>April 01, 2019</td>
<td>Jury videos, determine awards</td>
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Notify students, procure awards, assemble reel and website

June 6, 2019
Festival

During the festival, we will offer a feedback form to get suggestions on how we can improve the festival. Furthermore, the festival winners and trailer will be archived on a video content site so that students who were unable to attend can see the winner videos. We will also videotape the event and house excerpts of it on the website. Through word of mouth and enthusiasm for the festival, it will only improve each year...

Question 13.

Additional Information

If needed, please include any other information you feel is relevant to your request. (There is no character limit on this field.)

Minda Martin oversaw 8 years of a student film festival that she founded at CSUSM and has been involved in curating and working with local film festivals. She teaches media production and media studies courses at UW Bothell. Alka Kurian is Adviser to the Film Clun at UWB. In addition, she is board president of Tasveer, a South Asian film and art organization for which she has directed many Tasveer Seattle South Asian Film Festivals (TSAFF) since 2006.

Question 14.

Salary/Wages

Describe the funds you are requesting in detail below. Benefits will be calculated on the spreadsheet accordingly. Please detail the number of positions, hours per week/salary, salary, etc. If there are differences or distinctions in positions, please explain. Please show your math; for example: (1 student working X# hours per week at $X per hour for X weeks).

1 student in the fall
8 student in the winter (create a class)
8 student in the spring (a 2 credit class)

Question 15.

Programming/Events

Describe the funds you are requesting in detail below.
Please put total dollar amount of programming/events in the bottom of this box. Please include in this box costs relating to security, honorarium, hospitality, and contracted costs, etc. Please put total dollar amount of programming/events in the bottom of this box and on the spreadsheet.

Do we have information for this?

Question 16.

Facilities Rentals/Set-Ups

Describe the funds you are requesting in detail below.

If you require facilities rentals/set-ups, please indicate it here. Take into account custodial fees and clean up. If you need assistance with estimated costs, please speak to a staff/faculty member. Please put total dollar amount of facilities in the bottom of this box and on the spreadsheet.

Will screen in the largest space on campus for first year DISCOVERY HALL 061). LOOK UP>>. What about Mobius Hall in Cascadia?

Question 17.

Printing & Photocopying

Describe the funds you are requesting in detail below.

Please put total dollar amount of printing/photocopying in the bottom of this box and on the spreadsheet.

INSERT

Question 18.

Office Supplies

Describe the funds you are requesting in detail below.

Please put total dollar amount of office supplies in the bottom of this box and on the spreadsheet.

POSTERS/POSTCARDS FOR PUBLICITY AND PROGRAMS FOR FESTIVAL, AS WELL AS POSTER DESIGNING COST

Question 19.

Food/Refreshments
Describe the funds you are requesting in detail.

Review the food policy/food form for the University policies before asking for food. The Food Policy and Food Approval Form can be found in this link: https://www.uwb.edu/finance/food-approvals

Understand that food for normal meetings is not allowed. Describe below the reason you are requesting food and how it meets the food policy. Please ensure that you are in compliance with applicable per diem rates for meals. The per diem rates are available at the following link: http://finance.uw.edu/travel/meals#perdiem

Please put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.

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**Question 20.**

**Equipment Rentals/Purchase**

Describe the funds you are requesting in detail below. Include information on the purpose/need for this equipment as it relates to your program or service.

Please put the total dollar amount of equipment rentals/purchase in the bottom of this box and on the spreadsheet.

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**Question 21.**

**Transportation**

Describe the funds you are requesting in detail below (indicate in state/out of state, as well as type of transportation). Please note that flight bookings are done through the University. Please provide justification for out of state travel. Please put total dollar amount of transportation in the bottom of this box and on the spreadsheet.

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**Question 22.**

**Meals and Lodging for Travel**
Describe the funds you are requesting in detail below. Please insure that you are in compliance with applicable per diem rates for meals. The rates are available at the following link: http://www.gsa.gov/portal/content/104877

Please note that hotel bookings are typically done through the University.

Please put the total dollar amount of meals and lodging in the bottom of this box and on the spreadsheet.

Question 23.

Operations

Describe the funds you are requesting in detail below.

Please put the total dollar amount of telecommunications, business cards, computer purchases, equipment, new hire packages, etc. in the bottom of this box and on the spreadsheet.

Phone lines should be calculated at $10 per line per month.

https://itconnect.uw.edu/service/campus-telephone-services/

Question 24.

Other

Please include any other expenses that don't fall under any of the above categories in detail. Please distinguish between “training” and “professional development” dollars here. Please put the total dollar amount of other in the bottom of this box and on the spreadsheet.

- VIDEO CONTENT SITE (VIMEO PRO) subscription (one year)
- WEBSITE DEVELOPMENT?

Question 25. *

Total Amount Requested

Please list your total amount requested, please make sure all line items are on the spreadsheet. Enter the total from the spreadsheet here. These numbers should match line item for line item.
Question 26. *

Terms and Conditions

By submitting this application, you are agreeing to the terms and conditions below:

- I have read and agree with the terms and conditions of the SAF Bylaws: http://www.uwb.edu/studentaffairs/safc/safbylaws
- I understand that late applications will not be accepted, except at the discretion of the Committee. Adjustments to the final total requested by any club, group, organization, or department will not be accepted. After a request has been submitted, it may not be reopened for alterations or changes.
- I understand that hearings will be held between 8:00am and 11:00am, tentatively scheduled for Friday, February 2, 2018 and Friday, February 9, 2018. Someone from my group will be available to attend a brief hearing scheduled during that time frame.