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](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.

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**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](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](http://www.uwb.edu/studentaffairs/safc/safbylaws).

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.)

Makerspace

Question 2. *

Department/Organization

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

Academic Affairs

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.

Jonathan Cluts

Question 4. *

Contact Email

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.

joncl@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.

425-352-3897

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.

Susan Jeffords

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.

jeffords@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

The UWB Makerspace is a space where students can collaborate, study, and explore. It is open to all students and is designed to allow them to work in teams or individually on their curricular and co-curricular endeavors. The space gives students access to a range of tools and technologies, many of which would be out of their reach for financial or space related
reasons. It brings together diverse groups of students to work on projects of all kinds, from fun projects to starting a business or doing some self-directed research.

Student staff, under the direction of the Makerspace manager, manage all the design, usage, training, and operation for the space.

The Makerspace supports UW Bothell’s 21st Century Initiative in the following ways:

- **Growth** – The Makerspace supports growth (and retention) through many of our outreach programs. We host sessions on the Makerspace during orientation and many campus visits.
- **Resourcefulness** – The Makerspace is both a model example of resourcefulness as well as a place to build student skills in resource management through their project work. The Makerspace operates on a very lean budget, collecting resources and supplies through donations, recycling and grants. Students in the space are encouraged to use the materials and equipment judiciously and repurpose, reuse, and recycle to build their projects.
- **Diversity** – The Makerspace strives to encourage the use by all students. We operate with the fundamental belief that everyone’s projects and work in the space are enhanced by the inclusion of the broadest range of perspectives.
- **Student-Centered** – The Makerspace is not only student focused, it is student lead. The students design, teach, and support all the training provided by the space. They also set the policies (with review from the Makerspace manager) for use of the space, the hours for each quarter, and make requests for new machines and or facilities. All of this based on input from the users of the space.
- **Community** – Makerspaces are defined by their community, and ours is no exception. From the various student clubs to programs like the IoT Grant, the Makerspace supports and develops students in to groups and encourages engagement with the larger regional community.
- **Innovation** – The campus Makerspace is one of our premiere co-curricular innovation hubs at UWB. The very essence of a Makerspace is user-centered innovation, through collaboration, skills development, and natural enquiry.
- **Sustainability** – The Makerspace supports sustainable practices in its use of materials, sourcing and efficient use of equipment.

**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.

The Makerspace serves the entire UWB body of students as a resource providing tools, creative engagement, and workshops. It serves as an open access learning lab, a creative studio, and an innovation hub available to all students regardless of degree or major or experience level.

Since opening, the space has seen continued demand and use as measured by Makerspace user enrollment, training demand, and device usage. From the original four 3D printers, we have expanded to more than eight and they are all utilized at a very high rate (particularly at the ends of the quarters). In addition, we see extra interest by students in new areas, including augmented/virtual reality (AR/VR), fabric arts, and other Makerspace activities.

In addition, the space hosts activities for several student clubs on campus including, robotics, IEEE, Internet of Things, and several others.

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.

The Makerspace student staff positions have been previously funded through the Office of Academic Affairs contingency budget. This is the first request for SAF funding for these positions.

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.

These funds support the hiring of 5+ student staff positions to support the space. We have more than 300 registered students actively using the space. All UWB members benefit from Makerspace services from learning how to use 3D printers, laser cutters, CNC machines and other tools such as pliers, drills, calipers, and shears, to working with software for 3D modeling, artificial reality, and design software such as Adobe Illustrator and Photoshop. The Makerspace environment is a collaborative community of makers unrestricted by major studies or experience.
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?

The Makerspace team has created a logging system for use of the space. Students must sign (digitally) a Makerspace user agreement. Registered users are asked (but not required) to swipe their UW id when using the equipment in the space. The student staff regularly collect antidotal feedback from users on what they would like to see in the space and what improvements could be made.

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.)

We recognize the importance of good management of student funds. We have requested funds for only the student supported activities of the space. The Makerspace manager position and operating costs of the space will continue to be covered by the office of Academic Affairs.

Since the Makerspace is open to all students on campus regardless of major and that it provides space and support for many of the student activities on campus, we feel that it is appropriate for SAF funds to support the cost of student staff in its operation.

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).

We are requesting funding for 45 hours per week of paid student staff time. The Makerspace is open ~40 hours a week, with the additional hours for staff training and meetings. This traditionally supports 5+ students working 8-9 hours a week. We used a 40 week academic year for our calculations. The total ask is $33,567 (45 hours a week * 40 weeks * $15.45 an hour).

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.

We are not requesting funding for events.

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.

We are not requesting funding for rentals/setups.

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.

We are not requesting funding for printing.

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.

We are not requesting funding for supplies.

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.

We are not requesting funding for food.

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.

We are not requesting funding for equipment.

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.

We are not requesting funding for transportation.

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.

We are not requesting funding for travel.

**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/

We are not requesting funding for operations.

**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.

**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.
$33,567

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.