SAF Annual Proposal Form

Question 1. * (Indicates a required field)

Proposing Group

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

> Clamor Literary and Arts Journal

Question 2. *

Department/Organization

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

> Student Clubs

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.

> Mudasir Zubair

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.

> mudasirsw@yahoo.com

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.

> 425-753-5987

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.

> Amaranth Borsuk, Club Advisor

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.

> aborsuk@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 Initiatives at the following website and, if and where appropriate, please refer to the applicable initiatives:
http://www.uwb.edu/21stcentury

> *Clamor*, the UWB Literary and Arts Journal and the only professional-grade arts publication on campus, represents the best of Bothell's diverse creative culture. The creative face of the arts at UWB, this journal fosters participation from students of all backgrounds in campus-wide artistic collaboration and contributes to a number of our campus's 21st-century initiatives:

- Student Centered: Clamor offers a unique experience for student editors, who learn hands-on how to solicit, edit, and publish a world-class literary and arts magazine in print and digital form. It also offers students on campus quality reading, viewing, and listening experiences.
- Community: By showcasing the growing and increasingly vibrant artistic culture of the campus, *Clamor* both creates a sense of community and connects us to the arts community of the Pacific Northwest and beyond. We help spread the reputation of the University by producing a publication that puts UW Bothell on the map. We are boundless.
- Diversity: *Clamor*'s editorial board is truly interdisciplinary and international, reflecting students with diverse backgrounds and educational and career goals. We are committed to creating a journal that reflects our diverse campus and that celebrates artists who are committed to creative innovation, social justice, and powerful expression.
- Innovation: Our expansion of the journal every year since 2011 to include an app, website, and public exhibition is only possible with the continued support of SAF. This allows us to contribute directly to the campus culture of innovation and enrichment of student life.
- Resourcefulness: Each year we make creative use of financial and human resources by collaborating with other groups on campus to host events and by carefully managing our budget.

The S.A.F. committee has historically funded the publication, which in turn has established *Clamor* as a landmark of creative culture on campus and in the region. At a time of rapid campus growth and expanding interest in the arts, the need for *Clamor* has never been greater. *Clamor* provides a unique educational opportunity, fosters cohesive student community, and represents the depth and innovation of creative output on campus.

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.

Clamor is essential to Bothell's interdisciplinary vision, publishing work by students from across campus majors and units. For contributors, *Clamor* provides the only professional-caliber artifact of literary, artistic and multimedia work on campus, and a vital addition to creative, academic, and career portfolios. For student editors, *Clamor* provides professional publishing, curating and editing experience applicable to a wide range of career and educational opportunities. For readers, *Clamor* helps establish UWB's reputation as a site of creativity and innovation.

We have tracked the need for *Clamor* through:
    1. A 2013 petition supporting student publications gathered 600+ signatures from the UWB community.
    2. The demand for print copies is high: From 2012 to 2015, we printed and distributed 2,680 copies. In 2016, we printed our largest run of 970 copies.
    3. Traffic to our website is consistently high, over 2,000 visits annually.
    4. Since using our online submission system, we have received 794 submissions, a significant volume.
    5. Attendance at the launch each spring, a social event where readers perform and artists showcase their work, continues to grow, from 120 in 2012 to upwards of 500 in 2016.

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.

Yes; we were allocated $15,552, which we will spend when we print the journal this spring. We have requested an increase in funds to allow us to print more copies of the journal.

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.

Clamor directly benefits every student enrolled on our campus by providing a publication forum for the diverse creative voices at UWB. *Clamor* prides itself on reaching a large portion of the student body by publishing writing, visual art, sculpture,

performing arts, music, digital art, graphic design, conceptual art, and collaborations. The journal fosters interdisciplinary expression and collaboration across all campus majors, including STEM, Nursing, Business, and the Interdisciplinary Arts and Sciences.

As the student population increases, there is more of a demand for a creative outlet; *Clamor* provides a peer-reviewed space for students to share their art.

From readers, to event attendees, to contributing authors, hundreds of students have participated in the work of *Clamor* proving it is an invaluable student service, specifically:
- Submitters receive professional experience of the submission process that prepares them for assessment within their chosen field.
- Contributors to the journal (57 in 2012, 67 in 2013, 75 in 2014, 67 in 2015, 47 in 2016) benefit from exposure and professional publication credentials.
- Student editors (9 in 2012, 12 in 2013, 16 in 2014, 17 in 2015, 12 in 2016) gain industry-grade skills in publishing, design, teamwork and professional practice.

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?

Clamor literary and arts journal plans to track the effect of our programming and publication in the following ways:
- Self-evaluations by editors assessing their learning and experience with *Clamor*.
- A survey of previous submitters to find out whether we are meeting our core values of artistic community, professional-grade publication, and diverse voices.
- The caliber of the journal itself in comparison to other professional-grade journals produced on college campuses.
- Keeping track of submissions and published works by medium to ensure we are producing an interdisciplinary journal.
- Monitoring traffic to our website and social media.
- Tracking number of journals printed/distributed.
- Tracking attendance at our events, including Open Mic Nights with WACC, art showcase at the Student Success Center, and our annual launch.

Clamor is more than a journal – through its professional training, public events and exhibits it expands creative thinking on campus, emphasizing the diverse and dynamic culture of UWB.

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.)

> Clamor allows UW Bothell to not only measure up to the expectations that all colleges have a literary arts journal, it surpasses others by being student-driven and student-supported and produced in exceptional quality. It's a professional, high grade journal reflecting the passion of the campus as a whole.

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 not requesting any funding for salaries or wages.

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 any funding for programming/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 facilities rentals or set-ups.

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 requesting $17,500.00 for printing of the 2017 journal. Based on last year's experience with Consolidated Press, these funds will enable us to print approximately 1,500 high-quality copies of the journal. As the fastest growing 4-year public university in the state of Washington, we have a record number of readers to reach in the UWB community. These funds will help us do so.
>
> $17,500.00

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 funds for office supplies.

Question 19.

Food/Refreshments

Describe the funds you are requesting in detail.

Please review the food policy/food form for the University policies before submitting your request at the following link:

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

We are not requesting funds for food or refreshments.

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 funds 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 funds 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 them following link: http://www.gsa.gov/portal/category/21287

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 funds for lodgings.

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 requesting $522.00 for our operations budget.

This includes:

Registry of clamor-journal.com wordpress website, a key means of communicating with our readership and submitters, an online archive of our out of print issues, an important way of disseminating our digital media $26.00

Submittable Membership at the academic discounted rate, which we use to receive, evaluate, and archive submissions, as well as to create a contact list for promotions. It is the industry standard for most literary publications. At this rate we get 20 staff accounts, the ability to receive 800 submissions per month, the ability to accept HD video and dedicated phone support. $396.00

Apple Developer Account, which we use to submit an app to the Apple app store $100.00

$522.00

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.

We are not requesting funds for others.

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.

$18,022.00

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 once submitted, adjustments cannot be made to the total amount requested above.
- I understand that hearings will be held between 8:00am and 11:00am, tentatively scheduled for Friday, February 3, 2017 and Friday, February 10, 2017. Someone from my group will be available to attend a brief hearing scheduled during that time frame.