

SAF Annual Proposal Form for the 2016- 2017 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from November 30, 2015 until 5:00pm on January 14th, 2016. 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 2016 to 2017 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 5, 2016 and February 12, 2016. 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. If the dates change, groups will be given 10 business days' notice.

Please ensure that your request is in accordance with SAF Bylaws, which are available at the following website: <http://www.uwb.edu/studentlife/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 1, 2016 and April 8, 2016. Requesting groups will be notified of a preliminary budget before the open forum and appeals date.

This is a two part-application. Please complete both this document and the funding excel spreadsheet and submit to the Dropbox by 5pm on January 14, 2016. Only applications that have submitted both documents by the deadline will be considered complete.

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.

* Indicates a required field

SAF Annual Proposal Form

Proposing Group*

(E.g. Career Center, Sustainability Club, Social Justice Organizers, etc.)

Clamor Literary and Arts Journal

Department/Organization*

(E.g. Student Affairs, Library Services, Recreation and Wellness, Student Clubs, etc.)

Student Clubs

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.

Acacia Rivedal

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

acaciat@uw.edu

Contact Phone*

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.

(253)227-4775

Faculty/Staff Member*

Discuss your request with a staff or faculty member (i.e. Student Engagement and Activities staff or faculty advisor) before submitting your request and include the name and title (i.e. John Smith, Club Advisor) of that individual. This person will also be listed as the budget owner.

Amaranth Borsuk, Club Advisor

Faculty/Staff Member Email*

Provide the email of the faculty or staff member you discussed your request with.

aborsuk@uw.edu

Executive Summary of Your Proposal*

Provide a concise overview of the program, activity, or service for which you seek funding. Explain how your proposal supports UW Bothell's 21st Century Initiatives. Reference the University of Washington Bothell's 21st Century Initiatives at the following website and, if and where appropriate, 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. As a student-centered publication, run by students and showcasing work created on our campus, it reflects the diversity and growth of Bothell's literary and arts community. Our expansion of the journal every year since 2011 to include an app, website, and public exhibition contributes directly to the campus culture of innovation and enrichment of student life. 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. 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.

Need for this Program/Service*

In 200 words or less:

- Describe the need for this program or service. Explicitly describe how the program directly and/or indirectly benefits the UW Bothell campus community.
- Include any data that might support your proposal (e.g. surveys indicating a need for your initiative).
- If you have tracked the success of this program or service in the past, provide that information here.

Art is the cornerstone of a transformational learning community. *Clamor* helps establish UWB's reputation as a site of creativity and innovation. For students and 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.

We have tracked the need for *Clamor* through:

1. A 2013 petition in support of funding student publications gathered over 600 signatures from UWB students, faculty and staff.
2. The high campus demand for print copies of the journal (From 2012 to 2015 we printed 2,680 copies and distributed all but a handful of archival copies).
3. The record number of submissions received in 2015 (274).
4. The number of students, faculty and community members that attend the launch each spring (120 in 2012, 300 in 2013, and upwards of 350 in 2014, when we combined our launch with *Yours Truly's*). Approximately 300 people attended our 2015 solo launch in The Commons (we collected 197 signatures and distributed 400 copies of the journal).

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

In 200 words or less:

- 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, Consciousness Studies, Nursing, Business, and the Arts.

As the student population increases, there is more of a demand for these outlets, particularly among Interdisciplinary Arts and Culture, Literature, and the Arts majors and associated minors. *Clamor* provides a peer-reviewed outlet for students to share their creative work.

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) benefit from exposure and professional publication credentials.
- Student editors (9 in 2012, 12 in 2013, 16 in 2014, 17 in 2015) gain industry-grade skills in publishing, design, teamwork and professional practice.

Assessment plan for the program or service*

- How do you plan to track the effects of this program or service?
- How would you track how successful it was and what you could change in the future?
- If needed, include any other information you feel is relevant to your request.

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, launch event and exhibition.

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.

Salaries/Wages

Describe the funds you are requesting in detail below including: number of positions, hours per week, position title, salary, etc. Explain any differences or distinctions in positions. Benefits will be calculated on the spreadsheet, as appropriate. Put total dollar amount of salaries/wages in the bottom of this box and on the spreadsheet.

We are not requesting any funding for salaries or wages.

Programming/Events

Describe the funds you are requesting in detail below, including: costs relating to security, honorarium, hospitality, and contracted costs, etc. 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.

Facilities Rentals/Set-Ups

Describe the funds you are requesting in detail below including: facilities rentals/set-ups, custodial fees and clean up. 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.

Printing & Photocopying

Describe the funds you are requesting in detail below. Put total dollar amount of printing/photocopying in the bottom of this box and on the spreadsheet.

We are requesting \$15,000.00 for printing of the 2017 journal. Based on previous print runs and our relationship with Alphagraphics Printing, these funds will enable us to print approximately 1000 copies of the journal. This would allow us to reach a record number of members of the UWB community.

\$15,000.00

Office Supplies

Describe the funds you are requesting in detail below. 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.

Food/Refreshments

Describe the funds you are requesting in detail. Review the food policy/food form for the University policies before submitting your request at the following link:

<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

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.

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.

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.

Transportation

Describe the funds you are requesting in detail below including: in state or out of state, justification for out of state travel and type of transportation. Note: flight booking is managed through the University. Put total dollar amount of transportation in the bottom of this box and on the spreadsheet.

We are not requesting funds for transportation.

Meals and Lodging for Travel

Describe the funds you are requesting in detail below. Ensure 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>

Note: hotel bookings are typically managed through the University. 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.

Operations

Describe the funds you are requesting in detail below. 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.

<http://www.washington.edu/itconnect/service/telephones-and-voicemail-services/>

We are requesting \$762.00 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

Adobe Creative Cloud Membership at the academic discounted rate, which we use to format and design the journal, as well as add app functionality \$240.00

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

\$762.00

Other

Include any other expenses that do not fall under any of the above categories, in detail. Put the total dollar amount of other in the bottom of this box and on the spreadsheet.

We are not requesting funds for others.

Total Amount Requested*

List your total amount requested, using the total from the spreadsheet.

\$15,762.00

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/studentlife/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 5, 2016 and Friday, February 12, 2016. Someone from my group will be available to attend a brief hearing scheduled during that time frame.