Educational Opportunity Fund Announcement For FY 2017

The Educational Opportunity Fund (EOF) was approved on May 19, 1988, by the Kansas Board of Regents. All departments and units of the University are eligible to apply. If a student organization wishes to apply and is unable to obtain sponsorship by a department or unit, they may request special consideration from the EOF committee. This request must be made before the application deadline. The applications are available in the Office of Student Activities and Services located on the ground floor of the K-State Student Union. Applications are due in the Office of Student Activities and Services no later than Friday, September 25, 2015, by 4:00 p.m. Any applications received after this time will not be considered, regardless of delays caused by campus mail or the U.S. Postal Service.

The Board of Regents has limited the use of EOF monies to criteria included in this announcement. Funds allocated through the EOF are not to replace existing University support for financial aid and/or student services. Applicants should only submit proposals that develop new programs, continue funding of current EOF programs, or enhance non-EOF funding existing programs. Since EOF grants are for one year only, there can be no guarantee of continued funding of EOF programs.

For further explanation regarding the administration of the EOF, refer to the Board of Regents EOF Guidelines. Please direct any questions concerning the EOF or the application process to the EOF Committee Chair, Joe Tinker, at 532-6541 or via email at joetinker@ksu.edu.

Final Reports: The Board of Regents Guidelines requires that a final report be submitted at the end of the fiscal year for which the funds were awarded. Final reports for FY 15 awards are due in the Office of Student Activities and Services no later than Friday, August 8, 2015, by 4:00 p.m.

These reports must include the following:

1. an itemized list of funds allocated and how those funds were used;
2. a description of the programs, salaries, and/or activities;
3. the number and demographics of the population served by EOF funds;
4. any special circumstances for your particular program; and
5. any problems encountered during the allocation and funding process.
EDUCATIONAL OPPORTUNITY FUND ALLOCATION PROCEDURES

(Revised 03/95, SB94/95/85)

1. The interview panel shall advertise for applicants for the at-large positions and submit their selections, as well as the two Student Senators selected by the Student Senate Chair, to Student Senate for approval no later than the second Student Senate meeting in September of each year.

2. Beginning the week following spring break the committee shall solicit proposals for allocation of the EOF monies. Included in the cover letter with the application shall be the due date, the purpose of EOF, and the criteria for consideration in the allocation of the EOF as set forth by the Board of Regents. Any informal guidelines used by the EOF committee shall be approved by Student Senate prior to the beginning of the allocation process. Student Senate may only pass additional informal guidelines or change existing informal guidelines with a 2/3 vote.

3. EOF proposals shall be due at the Office of Student Activities and Services by 4:00 p.m. on the last Friday of September each year.

4. After reviewing the proposals, the EOF committee may determine if there are any additional requests for the proposal authors to consider. The EOF committee shall send their initial recommendations back to the authors of the proposals by the third meeting in October. The authors have one week to respond to the initial recommendations.

5. The committee shall make its recommendation to Student Senate no later than the third Student Senate meeting of November each year.

6. In its report Student Senate, the committee will include an evaluation of the effectiveness of the previous year's allocation. All monies not spent at the end of the fiscal year will revert back to the EOF Reserves Account.
Funds generated through the EOF should not be used to replace existing support for financial aid and student services. (Academic or extracurricular clubs and student organizations are not funded by EOF).

Use of EOF is limited to the following purposes:

a. Academic scholarships and fellowships for both graduate and undergraduate students.

b. Need-based grants, including awards to students with special expenses, or groups of students who have been historically under-represented in higher education.

c. Salaries or grants for students participating in public and community services programs.

d. Salaries for students employed in campus student services programs.

3. Allocations of the EOF should be recommended by a special committee, subject to modification and approval by the Student Senate and final approval by the president of the institution. Funds should be allocated for the purposes specified in Section 2 under the administration of the financial aid office or other institutional departments or organizations.

4. The EOF committee should be composed of the Student Body Vice President, or designee, who shall serve as Chair; the Chief Student Affairs Officer or designee; the Director of Financial Aid or designee; and six students representing diverse campus constituencies, selected in a manner determined by the Student Governing Association.

5. The committee should invite proposals for funding from the EOF, conduct a hearing and review process, and prepare a budget for expenditures from the funding in the upcoming fiscal year. The budget should specify the amount for each program funded and the purpose of the program. The committee should complete this process before mid-November to allow consideration by the Student Senate and institution president before the end of the fall semester.

6. The sponsor of each program receiving funding must submit a report detailing its use of EOF support to the committee upon the conclusion of the fiscal year.

7. In January, the committee will provide the Board of Regents with a campus EOF budget for the upcoming fiscal year and a report of the EOF use in the previous fiscal year.

8. The institutional business officer, individually or as a council, should develop appropriate accounting and/or auditing procedures for the EOF on each campus.
Title of Proposal ________________________________
Dept. /Unit Requesting Funds ________________________________
Contact Person/Title ________________________________
Contact Address ________________________________
Phone ________________________________ E-mail Address ________________________________
Amount of Request ________________________________
Explain any current or potential future sources of funding (i.e., EOF, FIPSE, KSU):
____________________________________________________
____________________________________________________
History of EOF funding (for this type) of proposal {list year and amount}:
____________________________________________________
____________________________________________________
Number of Students Benefitted:
_______ Directly ______ Indirectly
Check the area(s) this project will fund:
_______ Grants ______ Salaries ______ Scholarships ______ Fellowships
Please include an additional page which details exactly how the proposal funds will be allocated. (If you are applying for a lump sum of salary dollars, please include number of hours per week, duration of position, and hourly wage).
Criteria for awarding funds:
____________________________________________________
____________________________________________________
IMPORTANT—Since there may be no opportunity for you to address the committee, please attach documentation for your request if necessary. Proposal text and supporting documentation must not exceed five typed pages. Please allow one-inch left margins for binding purposes. Please submit original and eleven (11) copies for the committee.

**All applications are due in the Office of Student Activities and Services no later than Friday, September 25, 2015, by 4:00 p.m. Applications received after this date will not be considered regardless of delays caused by campus mail or the U.S. Postal Service. A valid receipt, issued by an OSAS staff member, will serve as proof of submission.**

The EOF Committee may request an alteration of your proposal upon initial review in October. Sufficient time will be given for alterations. Please direct questions to Student Body Vice President, Joe Tinker, at the Office of Student Activities and Services at 532-6541 or via email at joetinker@ksu.edu.

FOR OFFICE USE ONLY
☐ Approved: Amount ______________ Date Received ______________
☐ Disapproved Receipt Number______________