

October 1, 2013

Dear Department Head:

On behalf of the Kansas State University Student Governing Association, we want to inform you of an opportunity for funding. The Student-Centered Tuition Enhancement Committee will be collecting and reviewing proposals for **FY 2015** funding.

Student-Centered Tuition Enhancement (SCTE) was created in 2004 by the K-State administration as a way to create visible and positive change to the university. This money feeds directly from student's tuition dollars and funds such projects as K-State First, Wildcat Watch and Diversity Programming Council. The committee is looking to expand the project list and is searching for new initiatives that could have a long-term benefit to K-State.

If you have a project that fits the criteria for Student-Centered Tuition Enhancement funding we encourage you to submit a proposal. Note that not every proposal received will be funded.

Proposals shall include:

- brief history of the project with an in-depth synopsis; new initiatives should create a projected timeline of events;
- description of the impact the project will make on the student body and the university;
- record of past funding allocations from SCTE and other sources of financial contribution used to support the project; and
- point of contact for all questions to be referred.

Attached are the established guidelines for SCTE. The deadline to submit proposals is Friday, December 6, 2013, at 4:00 p.m. in the Office of Student Activities and Services, located on the ground floor of the K-State Union. Any proposals received after the deadline will not be considered for funding. Once your proposal is submitted more details on the review process will follow. Please refer any questions to the e-mail address listed below.

Sincerely,

Jake Unruh
Student Body Vice President
jcunruh@ksu.edu
785-532-6541

Kansas State University
Student Governing Association
Student Centered Tuition Enhancement Application FY 2015

Please type application

*****Please submit a total of fifteen (15) copies for the committee. *****

*Return completed application to the Office of Student Activities and Services,
809 K-State Union, Ground Floor by Friday, December 6, 2013, no later than 4:00 P.M.*

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:

History of Student Centered Tuition Enhancement funding of proposal {list year and amount(s)}:

Number of Students Benefitted: Directly _____ Indirectly _____

Please include an additional page which details exactly how the proposal funds will be allocated.

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 a total of fifteen (15) copies for the committee.***

****All applications are due in the Office of Student Activities and Services no later than Friday, December 6, 2013, 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. **Final reports are due in the Office of Student Activities and Services no later than the second Friday in September, by 4:00 p.m.**

Author of Application Signature: _____ **Date Signed:** _____

Budget Supervisor Signature: _____ **Date Signed:** _____

FOR OFFICE USE ONLY	
<input type="checkbox"/> Approved: Amount _____	Date and Time Received _____
<input type="checkbox"/> Disapproved	Receipt Number _____
	Report Received _____

STUDENT CENTERED TUITION ENHANCEMENT GUIDELINES

- I. The Student Centered Enhancement Committee will be comprised Student Body Vice President, who will serve as chair, six Student Senators, four At-Large Members, Student Body President's Chief-Of-Staff, one Faculty Member and Student Activities & Services Coordinator.
- II. Student Centered Tuition Enhancements proposals may be submitted to the committee in one of two areas: **1. Programs classified as priority funding; 2. Seed money for the creation and implementation of new programs/initiatives.**
- III. SCTE proposals may request funding up to four years. Every project receiving funding must submit annual request for funding.
- IV. Proposals must include: description and title of project, Administrative Contact information, project description and background, potential/current impact and benefit to K-State students, dollar amount requested, including line item expenditures, other sources of funding; and an estimated project timeline.
- V. Proposals are due in the Office of Student Activities and Services by 4:00 p.m. on the first Friday in December of each year.
- VI. All funds awarded shall be kept in separate accounts from all other funds. **(ADDITION TO THE STATUES AS OF 4/2013)**
- VII. The committee shall make its recommendation to Student Senate, no later than the second meeting of March each year. Upon Student Senate approval, the recommendations will be sent to the University Administration.
- VIII. In its report to Student Senate and the Administration the committee will include an evaluation of the effectiveness of the previous year's allocation.
- IX. Any remaining funds in Student Centered Tuition Enhancement Accounts at the end of the fiscal year will revert back to the student centered tuition enhancement account.
- X. Wages for student employees are calculated at the federal minimum wage per hour. As of 4/2013, the current federal minimum wage is \$7.25 per hour. **(ADDITION TO THE STATUES AS OF 4/2013)**
 - a. By instituting the limitation of SCTE funds to student hourly wages, we highly encourage each department or committee that submitted a proposal and received funding to look for outside sources of funds to increase the student minimum wage over the federal minimum wage. This will not only attract better applicants but also show the SCTE committee that the department or committee is willing to take extra measures to make their initiative even better.