

measurable statements of attainable outcomes developed within the framework of the goals. They are ways to check progress toward achieving goals.

- Methodology** – ~~3UMLGH~~ the specific Plan of Action(s) or Program of Activities that will achieve your objectives. These are the actual, specific steps that you take to meet your objectives.

 - Budget** – Briefly break down the budgetary needs of your program. (Attach any invoices, estimates, documents that will assist in the analysis of the budget) ***Do not change the budget worksheet provided, any additional line items will not be considered.***

 - Budget Narrative** – This is a detailed description of the line item; also, please include a prioritization of the items requested.

 - Method of Evaluation** – If the program or service is a workshop or conference, please include a copy of the evaluations you will provide for the students to fill out. Also, you will be required to fill out a general program evaluation after the event is over.
- Mini-Fund and Yield Fund cycles: Projects and organizations can only submit one proposal per cycle, and be funded ~~III~~ times per academic year. Proposals that are not funded in one cycle cannot be resubmitted in the next cycle unless there are proper adjustments made to the proposal that includes changes based on SIOC Mini-Fund and Yield Fund Committee recommendations.

Hearings are an important asset in the holistic method of determining funding allocations for each project. Therefore, the inability to attend a hearing will result in ineligibility to receive funding.

- A meeting must be held with the CPO Budget Analyst in order to access the funding allocated. Mini-Fund and Yield Fund allocations will only go towards the specified event that was allocated for and not any other. Exceptions can be made for special circumstances, which will be determined under the discretion of the SIOC Mini-Fund and Yield Fund Committee. Transfer of funds between line items are permitted so long as they do not exceed 20% of the group's total allocation, subject to the approval of the SIOC Mini-Fund and Yield Fund Chair.

2021-22 SIOC Mini-Fund & Yield Fund Deadlines

	CYCLE 1 MINI-FUND	CYCLE 2 YIELD FUND	CYCLE 3 MINI-FUND
	Winter Quarter	Yield Event/High School Conference	Spring Quarter
Proposal Due	Week 5 Tuesday, February 1, 2022	Week 1 Tuesday, March 29, 2022	Week 2 Wednesday, April 6, 2022
Hearing date	Week 5 Friday, February 4, 2022	Week 2 Monday, April 4, 2022	Week 3 Monday, April 11, 2022
Events Dates Fall Between	Winter Week 6 through Spring Week 3	Spring Week 2 through Spring Week 10	Spring Week 4 through Spring Week 10
Evaluation Due	2 weeks after Event	2 weeks after Yield Event/High School Conference	2 weeks after Event
Allocation Letter Released	Week 6 Monday, February 7, 2022	Week 2 Yield: Wednesday, April 6, 2022 Conference: Friday, April 8, 2022	Week 4 Monday, April 18, 2022

Proposal Template

1. Abstract
2. Statement of Need
3. Goals, Objectives, and Methodology
4. Budget Worksheet

Event Name: _____

Budget Item	Priority (1-8)	Amount Requested From SIOC	Amount Requested From Other Sources (please denote source)	Total Cost (Line Item)	SIOC Allocation (Leave Blank)
Advertising					
Virtual Equipment					
Virtual Facilities					
Non-clerical Supplies (online/virtual tools)					
Total					

5. Budget Narrative

Please provide a brief description of **each** line item for which you are requesting from SIOC funding for this program, not to exceed a paragraph in length (attach additional paperwork to this form if needed.)

6. Method of Evaluation

Please describe your method of evaluating the project, workshop, or conferences, and include a copy of the evaluations you will provide for service recipients to fill out. The SIOC program evaluation is due 2 weeks following the completion of your program.