



## GRANTS PROGRAM

*ASUC Academic Affairs Office 2006-2007*

PLEASE KEEP THIS COPY FOR YOUR RECORDS

### The Educational Enhancement Fund (EEF)

The EEF provides monetary support to DeCal courses and independent student-initiated courses at UC Berkeley. The ASUC Office of Academic Affairs administers the EEF in conjunction with the Program for Democratic Education (DeCal). The objective of the program is to foster the growth of courses and address the unmet academic needs of the student body. Funding is allocated to applicants based on their proposed classroom curriculum and ability to achieve the EEF goals (listed below). Applicants **must** also provide a valid list of expenses.

While applications are accepted on a rolling basis, there is a priority deadline on October 19 for the Fall Semester and February 15 for the Spring Semester. Student instructors and course-coordinators are encouraged to apply for a grant up to \$200. Since all graduate and professional student fees are directed to the Graduate Assembly, undergraduates will have the highest priority for this fund, though we do encourage all students to apply. Awards are contingent upon the availability of current funds and the number of received applications.

The Committee will give the highest priority to proposals that demonstrate ability to achieve the EEF goals:

- Fulfill an academic need of the student body
- Improve the quality of instruction and learning
- Create sustainable learning environment that is applicable to a wide audience
- Exhibit and foster continued devotion and passion by the applicant/instructor
- Demonstrate efforts to reduce costs

Past grants have been used to:

- Provide visual or auditory supplements such as DVDs, CDs, instructive books
- Accommodate guest speakers
- Cover copying expenses, whether for handouts or flyers
- Purchase supplies for public performances
- Provide for a portion of travel expenses or educational tours

### Application Process

Please submit completed applications to any of the plastic bins on the wall outside the ASUC Academic Affairs Office in 205 Eshleman Hall. Applications will be accepted on a rolling basis each semester until all funds are allocated for the 2006-2007 academic year. Applicants are highly advised to apply by the priority deadline.

Fall Application Period: 9/18 - 11/20

**Priority Deadline: 10/19**

Spring Application Period: 1/15 – until funds are depleted

**Priority Deadline: 2/15**

Within two weeks of submitting the application, the applicant will be notified of the selection committee's decision through e-mail or by phone.

Funding is allocated through reimbursement. The individual/student group must submit a completed "Reimbursement Request Form" (RRF) along with the **original** receipts and the "Final Evaluation" form. Upon approval, the Grants Director will authorize the release of funds, and the check reimbursement will generally be available for pickup from the ASUC Auxiliary at 400 Eshleman on the following Friday afternoon or you may request to have it sent to you by mail.

If you have any questions, please contact Samantha Ngo, EEF Director, at 408-726-4871 or [sngo@berkeley.edu](mailto:sngo@berkeley.edu); or the Grants Department at the ASUC Academic Affairs Office at [asucgrants@gmail.com](mailto:asucgrants@gmail.com).

ASUC ACADEMIC AFFAIRS • 205 ESHLEMAN HALL • 510.642.0256

ASUCGRANTS@GMAIL.COM



## **Educational Enhancement Fund (EEF) Application** *ASUC Academic Affairs Office 2006-2007*

**Instructions:** Please submit this application to the ASUC Academic Affairs Office in 205 Eshleman Hall (you can leave them in any of the plastic bins outside the door). The primary contact will received an e-mail within two weeks after the deadline, containing the committee's decision and a few remaining instructions. For more information, visit <http://www.ocf.berkeley.edu/~decal/Resources/eef.htm>. Questions may be directed to the ASUC Grants Committee at [asucgrants@gmail.com](mailto:asucgrants@gmail.com).

### **Applicant Information**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Major: \_\_\_\_\_ Year: Fr So Jr Sr Grad

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### **Course Information**

Course Title: \_\_\_\_\_

Course Date(s): \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_

Have you ever received funding from the Educational Enhancement Fund before? Yes No

Have you applied for or received funding from any other sources? Yes No

If yes, please identify the source(s) and the awarded amount:

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

Name and Contact Information of Faculty Mentor or Student Group Advisor (optional):

\_\_\_\_\_

Please be as detailed as possible. These answers will carry tremendous weight in the decision process.

**1. Please provide a class description and attach a class syllabus.**

**2. How many people are currently enrolled in the course?**

**3. Has this course been offered at Cal before? If so, what sources of funding were used in the past? How would Educational Enhancement funds change or enhance the course this semester?**

**4. What are your goals for the course? How will these goals address the needs of the student body?**

**5. How will the Educational Enhancement funding be used? Please list projected course expenses. Be as specific as possible! (if more space is needed please use the back of this sheet or attach and expense list)**

|  |    |
|--|----|
|  | \$ |
|  | \$ |
|  | \$ |
|  | \$ |
|  | \$ |
|  | \$ |

**TOTAL AMOUNT REQUESTED (\$100 maximum): \$\_\_\_\_\_**

**6. If you do not receive any funding, how will your course change? What other sources of funding will you use? Alternately, how will your plans change if you only receive half of the amount requested?**

**7. Why do you deserve a grant from the Educational Enhancement Fund? Describe how this funding will enhance your curriculum.**