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**BOARD OPPORTUNITY FUND APPLICATION**

The UC Santa Cruz Foundation awards seed funds to initiate or support short-term campus projects through the Board Opportunity Fund (BOF) established in January 2008. The Foundation accepts proposals that allow university faculty, staff, departments, colleges, and registered student groups to take advantage of unique opportunities to support a strategic project aligned with the campus’ academic priorities.

**TERMS**:

* All BOF proposals must demonstrate how an award would provide incentive for further fundraising or serve as a vehicle for raising awareness and visibility for UC Santa Cruz.
* All applications must be approved by academic or student affairs senior leadership (Deans, College Provosts or Vice Chancellors) and sponsored by a Foundation Trustee/BOF Committee Member to be considered. If a Trustee sponsor has not been identified at the point of submission, the Foundation office will seek to identify one.
* BOF proposals with travel and/or symposium focus will be reviewed specifically for how a BOF award would lead to further fundraising success and/or to strategically raise awareness and visibility for UC Santa Cruz.
* If the proposal is conditional and contingent on an external event or action, BOF funds will not be transferred to the campus division until contingencies have been met.
* BOF funds are typically required to be used within the calendar year of receipt.
* BOF funded applications will be required to submit a final written report with an expense summary within 12 months of funds showing how the grant was used, and all unused funds will be returned to the Foundation.

**CHECKLIST AND INSTRUCTIONS:**

**•**  **Completed BOF application**. Once the initial proposal idea is approved by the Dean, Provost or Vice Chancellor, complete the BOF application. Please indicate when something is not applicable, and provide information as appropriate for your project. The estimated review and approval time of a completed application may take up to 8 weeks for a decision.

**•** **Budget**. Attach a budget statement including the information requested below.

**•** **Signatures**.

For further assistance, please contact the UC Santa Cruz Foundation office, at 831-459-4339 or email [foundation@ucsc.edu.](mailto:foundation@ucsc.edu)

**BOARD OPPORTUNITY FUND APPLICATION**

Please refer to the above application guidelines.

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF BOF COMMITTEE SPONSOR (leave blank if one hasn’t been identified): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CAMPUS APPLICANT(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DIVISION/AREA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please confirm that the Dean, College Provost, or Vice Chancellor has reviewed and supports this request:

DEAN/COLLEGE PROVOST/VICE CHANCELLOR:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name) (date)

I agree to the above terms:

APPLICANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name) (date)

**PROJECT DETAILS:**

1. Major project activities
2. Outcome(s), measurements
3. Student involvement
4. Timeline
5. Partners, key organizations, individuals
6. Target community
7. Plans for promoting, publicizing, and/or disseminating the project

*As a means to build visibility and support for the Board Opportunity Fund, we require that Foundation support be noted in any public materials, communication or publicity about the project.*

1. Plans for documenting, evaluating and disseminating the projects results
2. Evidence of impacts on research, participants or community
3. Have you ever submitted a proposal to the UC Santa Cruz Foundation for this or a similar project?

If yes, was it funded? Did you submit a final report? If yes, please provide the date.

What additional support are you able to take advantage of as a result of this funding and what is your planned timeline for soliciting additional funding?

**BUDGET:**

1. Amount requested
2. Date funds are needed
3. Budget (attach spreadsheet)
4. Campus administrative office contact (Dean, College Provost, or Vice Chancellor) - name, phone number, email)

Please submit application by email or campus mail to UC Santa Cruz Foundation, [foundation@ucsc.edu,](mailto:foundation@ucsc.edu) Mail Stop: SVC/University Relations.