



SEMEL HEALTHY CAMPUS INITIATIVE Funding Application: Student Groups (2019-2020)

GOAL

The mission of the Semel Healthy Campus Initiative (HCI) at UCLA is to make UCLA the healthiest campus in America by integrating the vast array of existing groups and programs on campus concerned with health, as well as, by creating completely new approaches and programs.

As defined by Semel HCI, a healthy campus must:

- **Foster High Level Wellness** by maximizing the potential of individuals to improve their health;
- **Encourage Personal Responsibility** by creating an environment that facilitates healthy living, while ensuring that individuals are free to define health as they choose;
- **Respect Diversity** by understanding that health and wellness are concepts that are frequently defined differently by people of varying ages, races, ethnicities, religions, social classes, genders, etc.;
- **Strive to Reduce Inequities in Health** by making the campus community aware of existing health disparities and creating interventions that reduce or eliminate them whenever possible;
- **Be Integrative** in acknowledging that body, mind, and spirit each has the potential to influence the other, and accepting that health and wellness emerge from the interaction of individuals and the physical and social/communal environments they inhabit.

STUDENT GROUP PROJECT PROPOSALS

The Semel HCI seeks to fund high quality, replicable and sustainable projects and events that will help to make UCLA a healthier community. The purpose of the Semel HCI student group funding initiative is to enable students to take an active role in making UCLA a healthier campus. The Semel HCI seeks to fund a select number of high-quality, student-initiated projects and events that will help achieve this goal. We anticipate funding at least 25 student organizations per academic year.

The Semel HCI's current efforts are directed toward six campaigns (pods):

- **EatWell:** Nutrition/food
- **MoveWell:** Physical activity/exercise
- **MindWell:** Mind-brain health (promoting psychological well-being/creative achievement/sleep)
- **BEWell:** The creation of a healthy community/built and natural environment
- **BreatheWell:** UCLA Tobacco-Free Initiative
- **EngageWell:** Social wellbeing

Proposals can be in one of the six areas listed above or span multiple areas.

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Eligibility:

A student group may be an undergraduate, graduate or professional student organization and **must be a registered campus organization (RCO) with the Student Organizations, Leadership Engagement (SOLE) department**. Applications from individual students will not be considered for funding. Student group proposals may be submitted for grants up to \$2500 for the academic year; up to two Collaborative Grants (\$5000) will be awarded to organizations that submit a joint application (see below for more information). Proposals will be accepted on a rolling basis starting on September 30, 2019, and until November 1, 2019.

Guidelines:

- The funding must be used for a health-oriented program or event that empowers undergraduate, graduate and professional school students to maintain a healthier lifestyle, foster a sustainable environment and/or build a healthier community. **Priority will be given to “outward” facing events that target multiple student groups vs. “inward” facing events that support bonding or stress-reduction events for an existing student organization.**
- Projects/events should occur during the academic year from September through June. Dates for the Events should be clearly identified to fall with the academic year.
- **Applications MUST be reviewed and approved by the organization’s SOLE advisor and received by the stated deadline. Applications without approval from the organization’s advisor will not be considered.**
- Projects and Events must have **clearly defined and measurable outcomes**. All Projects and Events must include a mechanism for the evaluation of results.
- Projects must be submitted and carried out by UCLA student groups which are registered campus organizations. Student group projects may be carried out jointly with UCLA faculty, staff, and campus-based organizations. Individuals and groups outside of UCLA may not submit proposals.
- All proposals must include estimates/quotes/documentation for which the funding will be used.
- Complete all parts of the online application form. Incomplete applications will not be reviewed.
- Student groups will be notified via the funding system as to whether their proposal is accepted for Semel HCI funding. A list of funded student group projects will be posted on the Semel HCI website.

Criteria for Evaluation:

- Clearly stated goals that relate to Semel HCI goals;
- Concise, well-defined and measurable outcomes;
- Complete statement of methodology (who, what, how, when, why);
- Potential to make a sustainable and positive impact on student, staff, and/or faculty health and well-being.

Funding:

- Awards are limited to a maximum of \$2500 per project per academic year. Up to two collaborative awards will be available and limited to a maximum of \$5000. An additional \$100 per project will be allotted for poster printing.
- **Funding is administered by SOLE**. Semel HCI does not administer the funding.
- **Applications are reviewed and approved on a rolling basis**; thus, student groups submitting their applications earlier than the deadline will receive earlier notice of their funding decisions.
- Semel HCI funds **MAY NOT** be used to purchase unhealthy food (e.g., pizza, high fat entrees, sugar-sweetened beverages, high-sugar/fat desserts, or alcoholic beverages), outside speakers (unless no UCLA faculty or staff member is able to fill the intended role), or off-campus events.
- Reimbursements for expenses are not made. All purchases are to be made using UCLA vendors and administered by SOLE.

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- The allocation cannot be used for retroactive funding.
- Semel HCI does not fund unique projects for more than one year. There is no carryover of funds.
- Semel HCI may offer to provide “sponsorship” of student group events and programs at a \$500 maximum if the application is solely asking for support of food for an event or program.

Important Dates:

Wednesday, 10/2/19	Semel HCI Funding Application Workshop, 5:15 pm – 6:30 pm; Biomedical Library classroom; workshop requires registration and space is limited. <i>Dinner will be provided for registered participants.</i>
Friday, 11/1/19	Application DEADLINE, SOLE advisor online approval included <i>Semel HCI will accept and review applications on a rolling basis until this date.</i>
Wednesday, 11/27/19	Funding notifications to be sent by this date and a list of projects will be posted on the Semel HCI website.
Wednesday, 1/15/20	Evaluation Workshop and Library Resources, 5:15 pm – 6:30 pm; Biomedical Library classroom.
Wednesday, 2/26/20	Semel HCI Poster Workshop; 5:15 pm – 6:30 pm; Biomedical Library classroom.
TBA	Semel HCI Poster Day event; details will be provided with award announcement. <i>If the group does not participate in the poster day, a final summary report must be submitted to Semel HCI by June 15.</i>
Monday, 6/1/20	All funds must be disbursed; any undisbursed funds will be returned to Semel HCI.

Conditions for Funding:

If successfully funded by the Semel HCI:

- The Semel HCI logo must be included on all marketing and publicity materials (flyers, posters, etc.), and the Semel HCI must be verbally acknowledged at your event;
- If the student group would like to distribute Semel HCI materials, a limited number of Semel HCI giveaways can be requested for the event;
- The student group must attend three Semel HCI workshops at the Biomedical Library (Grant Writing, Evaluation, Poster Development). After attending the Evaluation Workshop, the student group must complete a one-page evaluation plan. If your project/event concludes prior to the Evaluation Workshop, the evaluation plan must be submitted prior to the date of your Project/Event completion.
- The student group is expected to present a poster of their project at the Semel HCI Poster Day event during spring quarter; gold and silver prizes will be awarded for the top two undergraduate student group posters and the top two graduate student group posters. Each winning student group will have lunch with Semel HCI faculty.
- The student group must submit a one-page final report upon completion of the project, no later than June 15, if a poster is not produced. The report should discuss the outcome of the project in terms of obstacles presented and overcome, lessons learned, in retrospect what would have been done differently and why, advice for future projects and student groups.
- We do not require, but strongly encourage you to link your group’s social media to Semel HCI’s Facebook, Twitter and Instagram.

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APPLICATION INSTRUCTIONS

Answer each question completely. Incomplete applications cannot be evaluated until all information is provided. Attach supporting documentation for budget line items (estimates/quotes/screenshots). Application must be reviewed with and approved by a SOLE advisor as evidenced by their online approval. Applications are due to Semel HCI on **Friday, November 15, 2019 at 12:00 pm** through the online funding portal.

Questions to Be Answered Through the Online Application:

Application Type:

Please indicate the type of application you are submitting. **Project Applications** should be submitted for initiatives that take place over the academic year, over a quarter, or are repeated on a consistent basis throughout the year, such as a sustainable garden, ongoing yoga class, or installation of lactation rooms across campus. **Event Applications** should be submitted for initiatives that take place on one day or over the course of a few consecutive days, such as a conference, speaker, or health fair.

Collaborative Grant Option: The Semel HCI will provide up to two \$5000 grants to student organizations that would like to conduct a Project or Event together. Criteria for Collaborative Grants are as follows:

- Represents a new collaboration between two student organizations. Collaborative grants are not to be used by student organizations that are currently working together.
- The roles of each student organization are clearly defined.
- Rationale for how the use of the funds will foster a collaborative partnership between the two organizations that will result in a sustainable relationship not predicated on continued receipt of Semel HCI funding.
- *Note: there is a separate fund application in the funding portal specific to collaborative grants.*

Project Title

Location/s

Date(s)/Time

Project/Event Description

Responses in this section should be limited to 1500 characters per question.

Purpose: In 1-2 sentences, state the overall purpose of your proposed project or event.

Objectives: Describe how the objectives of your project or event fit within the goal of the Semel HCI Center.

Implementation: Describe how your project or event will achieve your objectives.

Outcomes: What are the expected outcome/s of your project or event?

How will you evaluate your project or event to know if you have achieved your proposed outcomes?

Clearly identify the outcomes you will evaluate (e.g. number of participants, behavior change, increased knowledge, change in attitudes of beliefs) and how you will collect information to evaluate your outcomes (e.g., baseline vs. follow-up data, in-person surveys, online surveys, face-to-face interviews, observations, demographic information). Do you have a plan for capturing attendance at the program/event?

Sustainability: Indicate how you intend to sustain your project/event if Semel HCI funds were to no longer be available.

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List other current or potential funding sources on or off campus. Note Semel HCI funds can only be used during the current academic year and all unused funds will be returned on June 1, 2020.

Special Circumstances: Will the project require any special approvals from entities on or off campus (e.g. public safety, permits)? If yes, how and when do you expect to get these approvals?

Project/Event Team: How many people will be involved in carrying out the project or event, and describe any special experiences or qualifications the team members bring to the effort.

Partners: Will there be people from other organizations or groups on campus that will participate in carrying out your project or event? If yes, please state who they are and what their role is on campus.

Evaluation Coordinator: Who on the project team will be responsible for measuring the project's outcomes or results? This person will be responsible for attending the Evaluation Workshop and completing the Evaluation Plan.

Additional Funding: Are you or will you be seeking any other funding for the project or event this academic school year? If yes, from where and what amount have you requested?

Project/Event Timeline: Please list the major milestones and expected completion dates for your project/event.

List milestones in chronological order. Be sure to include: start date, completion date, date by which funds will be needed, date by which you expect to have spent all Semel HCI funds, target date for submitting your Evaluation Plan, target dates for conducting evaluation activities (e.g. surveys, interviews), and any other significant milestones that you envision.

Additional Question for Collaborative Grants:

Describe how your proposed application meets the following Collaborative Grant criteria.

- Represents a new collaboration between two student organizations. Collaborative grants are not to be used by student organizations that are currently working together.
- The roles of each student organization are clearly defined.
- Rationale for how the use of the funds will foster a collaborative partnership between the two organizations that will result in a sustainable relationship not predicated on continued receipt of Semel HCI funding.

Budget

You will be required to list all items for which funding is being requested. You must use the following SOLE category classifications: Advertising, Supplies, Food, Honoraria, and Other. Include both cost and request amounts for each item. Documentation for each line item should be supported by estimates or quotes.