



SEMEL HEALTHY CAMPUS INITIATIVE Funding Application: Student Groups (2020-2021)

The impact of the COVID 19 pandemic, the attendant economic dislocations and heightened inequality arising from it, along with the urgent need to eliminate the structural racism that haunts our society have all combined in a way that will have a fundamental impact on higher education for decades, if not longer. UCLA is uniquely situated to identify a path and build a healthy, economically just, and anti-racist community for all. Building from the bottom up and inside out through collaboration between students, staff and faculty, the Semel Healthy Campus Initiative (HCI) Center at UCLA has a proven track record for catalyzing innovations and building a culture of health as the foundation for a healthy and resilient community at UCLA.

The Semel HCI has refined its campus-wide goals and strategies to focus on building a healthier, more Just, and equitable future for UCLA. In this effort we rely on our core values,

- an integrative understanding of health and well-being,
- encouraging responsibility,
- celebrating diversity,
- striving for health equity,

combined with an understanding that the health and well-being of any individual is intimately bound with the health of the community. Accordingly, the Semel HCI has fine-tuned its focus to support proposals which align with our refined goal: a healthy environment that fosters resilience, social connections, and equity which underlies the health of everyone

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 health and well-being** – Create an environment that fosters health and well-being and maximizes human and planetary health by illuminating the interdependence of human and environmental systems and advancing holistic solutions
- **Encourage responsibility** – Educate individuals and communities about the impact of their actions and empower them to make positive change
- **Celebrate diversity** – Foster an inclusive environment that prioritizes empathy and embraces differences in values and approaches to health and well-being
- **Strive for equity** – Identify health disparities and generate solutions for equitable access to health resources and a healthful environment
- **Be integrative** – Drive change by integrating approaches across disciplines, departments, and stakeholders, and take an integrated approach to mind and body well-being

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STUDENT GROUP PROJECT PROPOSALS

The Semel HCI Center seeks to provide catalytic funding for high quality, replicable, and sustainable projects helping to make UCLA a healthier, more equitable community for all. The purpose of the Semel HCI student group funding initiative is to enable students to take an active role in making UCLA such a campus. The Semel HCI Center 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.

Since our inception, the Semel HCI has funded applications from UCLA student groups in several areas through the lens of health equity:

- Nutrition/diet/food
- Physical activity/exercise
- Mind-brain health (promoting psychological well-being and creative achievement/sleep)
- Creating a healthy community through the built and natural environment
- Fostering social well-being and resilience

Proposals can be in one of the five areas listed above, span multiple areas, and/or involve another aspect of health and well-being.

For the 2020-21 funding cycle (and subsequent funding cycles) we will continue to fund projects in these areas and will orient our funding decisions toward projects that explicitly aim to address these matters by improving health equity on campus and in the Los Angeles community, as well as those that focus on improving the health status of groups that have suffered from the racial, ethnic and economic injustice that has permeated our national life. We will be especially concerned with proposals that attempt to deal with these issues as they impact upon the prevention, distribution, treatment, and aftereffects of COVID 19.

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, and 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 1, 2020. Although we will review applications throughout the year, we recommend you submit by November 2, 2020, in order to ensure funds are available to support your program or event.

Guidelines:

- **The descriptive narrative for all proposals must clearly state** how the project aligns with the underlying values of the HCI as set out in the Introduction to these guidelines, as well as how the project relates to matters of health inequities, racism, bias, and the marginalization of stigmatized groups on campus or in the larger community.
- 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, address health inequities, foster a sustainable environment and/or build a healthier community. **Priority will be given to “outward” facing events that target multiple campus constituencies 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 within 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**

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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.
- The proposed project budget must be completely filled out for a proposal to be considered. Funding for student groups can range from \$250-\$2,500. Please take note of the following:
 - All items listed in the budget proposal must be accompanied by detailed estimates/quotes/documentation for which the funding will be used.
 - Funding support for conferences or events is limited for up to \$500 per event for healthful food or materials. Support for travel or speaker's fees will not be considered.
 - Semel HCI Center will not fund student salaries.
 - There is not retroactive funding.
- 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.

Criteria for Evaluation:

- Clearly stated goals; their relation to the values of the Semel HCI, their relation to the Semel HCI's commitment to reducing health inequities, racism and injustice in the UCLA community;
- Clearly defined and measurable outcomes;
- Clear statement of methodology (who, what, how, when, why) that is related to the Semel HCI Center goals;
- Alignment with the HCI's established areas of interest (Nutrition, Physical activity, etc.)
- Potential to make a sustainable and positive impact on student, staff, and/or faculty health and well-being.

Additional Criteria for Collaborative Grants:

- 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.

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 in the year will receive notice of their funding decisions first.
- 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 members 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.
- The allocation cannot be used for retroactive funding.

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- 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 or location expenses for an event or program.
- Applicants whose applications are approved for funding will receive the Semel HCI Associate Vice Provost’s commitment for funds and authorization to spend up to the amount specified in the approved application budget.

Important Dates:

Tuesday, 9/1/20	Semel HCI Funding Application Portal opens on MyUCLA. SOLE advisor online approval required for all applications. <i>Funding notifications will be completed on a rolling basis.</i>
Wednesday, 10/7/20	Semel HCI Funding Application Workshop, 5:15 pm – 6:30 pm; Zoom; workshop requires registration.
Friday, 11/2/20	Recommended application DEADLINE, SOLE advisor online approval included <i>Semel HCI will continue to accept and review applications on a rolling basis after this date as funds allow.</i>
Wednesday, 1/13/21	Evaluation Workshop and Library Resources, 5:15 pm – 6:30 pm; Zoom.
Wednesday, 2/24/21	Semel HCI Poster Workshop; 5:15 pm – 6:30 pm; Zoom.
TBA	Semel HCI Poster 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>
Friday, 5/28/21	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;
- The student group must attend two Semel HCI workshops via Zoom (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 5 pictures of your program or event to Semel HCI that can be used, on websites, social media posts, and other platforms, such as in the Semel HCI Center Annual Progress Report.
- 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. We recommend applications be submitted to Semel HCI by **Friday, November 2, 2020 at 12:00 pm** through the online funding portal.

Note: Due to COVID-19, we anticipate the majority of Semel HCI funded activities will take place virtually. You will need to provide approval for any in-person programs or events to your SOLE adviser before submitting an application to the Semel HCI Center.

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.

Note: there is a separate fund application in the funding portal specific to collaborative grants.

Project Title

Location/s (including virtual)

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.

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, 2021.

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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?

Intended audience: Indicate how many students, faculty, staff, or other UCLA community members you anticipate will participate in your program or event.

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.

Reminder: there is a separate fund application in the funding portal specific to collaborative grants.

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.