



Channel Islands

CALIFORNIA STATE UNIVERSITY

**Materials, Services, Facilities and Technology Fee
Fiscal Year 2016-2017 Budget Request Form***

DUE: Friday, January 20, 2017 @ 5:00 P.M.

Please return completed requests via email to gina.matibag@csuci.edu

If you have questions about this form, please contact Gina Matibag at (805) 437-3320
For additional information please consult the MSFT web page.

Project or Activity Title: Basic Needs and Emergency Intervention Program

Name of organization requesting funds: DSA and DAA jointly Date: 2/20/17

Requestor: Dan Wakelee or Greg Sawyer Contact Phone Number: Ed Lebioda Ext 8547
E-mail: ed.lebioda@csuci.edu

Amount of MSFT Funding Requested: \$50,000.- (\$3000.00 allocation for remainder of the
16/17 academic year.).

Date Funding Needed by: 2/28/17

Will you receive funds from any other source(s)? YES NO XX

*If yes, please detail amount requesting from other source(s) as well as your total request for
fiscal year 2015-2016 (including request from MSFT).*

Has this project or activity previously received MSFT funding?

If yes, please attach copy of report.- NO

Please describe how the use of MSFT funds for this project or activity will benefit the CI
student body.

Please see attached.

Please provide the following in your application. You may attach additional pages and
materials (applicants may be requested to meet with the committee to discuss proposals):

1. **Brief Project Description.** Describe the project and its benefits to the educational or co-
curricular experience of students at CI. Please provide specific information about how
MSFT funds will be used and their impact on the campus. Please describe how this
project benefits CI students? Please describe items and provide justification if your
request includes the purchase of computers, equipment, furniture or other materials.

Please provide a timeline for implementation of the proposed project. If physical improvements are requested please describe need, scope and impact of work to be completed. If the project includes provision of services please indicate the type of service, personnel costs and level or quantity of service to be provided with project funds.

Please see attached.

2. **Project/Activity Budget.** Please enclose a complete detailed budget of the entire project. Indicate (in **bold**) specific items of requested MSFT funding including (where applicable) a schedule and priority of project items to be considered if the project is funded at a reduced level. Were other, less costly, approaches considered when preparing the budget for the project? Are there elements that could be eliminated or deferred if funding is not available for the entire project?

Please see attached.

3. **Project Assessment.** Describe how the effectiveness of the project will be assessed and measures that will be used to determine if it has attained its objectives. Please note a report will be due at the end of the semester (or fiscal year for annual projects). If funded, how will the project acknowledge the use of student funds so that students are aware that their student fees made (or helped to make) it possible? If appropriate, indicate how the project or activity promotes sustainability at CI.

Please see attached.

4. **Sources of Project Support.** Please list the other sources of funding, and additional support for the activity. If this project or activity has been conducted previously please indicate how it was funded. Please explain if MSFT is the only source of support for the project.

Please see attached.

Fiscal Management: Project sponsor's unit or department may be responsible for incurred over and above what is funded through the MSFT. If support is requested for costs beyond initial award, or for use on activities or materials not included in approved proposals, the project sponsor must seek approval from the MSFT committee. The project sponsor will be responsible for managing purchases and transfers of funds related to approved projects.

Please review MSFT web page for information about the fund and its objectives before submitting your application.

Re: Emergency Request for MSFT Allocation

We recognize that the normal deadline for MSFT proposals has passed. However, we are forwarding this request to you in response to a need that has become evident in recent months. At CI there are a significant number of students who are not able to afford basic needs, including food and shelter. Often these students experience circumstances that present themselves outside of the cycle for normal state and federal financial aid. These students often are forced to make difficult choices between expenses for transportation, food, shelter and school. In some cases, this results in students having to leave school.

In recent months through the efforts of faculty, staff and students the campus established the Dolphin Pantry and the Emergency Fund. The pantry and emergency fund currently rely entirely on donations from campus and community donations. While those donations highlight generosity of the CI community, the initial need in the short time they have been available shows that it is unlikely that food supplies and emergency grants can be sustained without other resources. We request that the MSFT committee make an exception to its normal deadline and consider this request to ensure that CI is better able to meet the needs of our most vulnerable students.

If possible, we would request that \$3,000 for food purchases be allocated for use during the remainder of this academic year. If the committee has questions we would be happy to provide additional information or to come and meet with the committee.

- 1. Brief Project Description.** Describe the project and its benefits to the educational or co-curricular experience of students at CI. Please provide specific information about how MSFT funds will be used and their impact on the campus. Please describe how this project benefits CI students? Please describe items and provide justification if your request includes the purchase of computers, equipment, furniture or other materials. Please provide a timeline for implementation of the proposed project. If physical improvements are requested please describe need, scope and impact of work to be completed. If the project includes provision of services please indicate the type of service, personnel costs and level or quantity of service to be provided with project funds.

In response to evidence of students who are struggling to meet basic needs, CI recently created a new Basic Needs and Student Emergency Intervention Program. The purpose is to identify and provide interventions and strategies for Food Security, Emergency Funds, and Housing Security. This effort includes the opening of an emergency food pantry (Dolphin Pantry) and a grant program to meet student emergency needs. The pantry officially opened at the start of the spring semester and is located in Ojai Hall. The pantry compliments the work of the Cal Fresh program which is intended to provide a stable source of food to qualified students. (In order to keep pace with demand and provide better facilities to meet the emerging need, the pantry will be relocated to a larger location in Arroyo Hall prior to the fall term). Moving and facilities improvement costs are not part of this request and will be funded from other sources. There may be a need for additional shelving or related minor expenses.

The emergency fund is intended to assist students facing significant unforeseen financial needs that threaten their ability to remain at CI. While CI has limited staff to support both programs, the food and emergency grants distributed by both programs are completely supported by donations of food and funding from the campus and larger community. Additional resources are needed in order to sustain both programs. This means that food purchases will be required to ensure that a consistent supply of staple food items are in stock at the pantry. Given requests for emergency assistance in the first weeks of this program it is clear that while private donations will play an important role in this program, they will not be sufficient to provide resources needed to meet the need presented by CI students.

The Office of the Chancellor in 2016, conducted an initial Study on CSU Food and Housing Security. The key findings state:

- Staff, faculty, and administrators estimated displaced students at 8.7% and food insecure students at 21%; however, preliminary student survey results show displaced students at 12% and **food insecure students at 24%**.
- Students who experienced food and/or housing instability reported high levels of stress and the need for single points of contact.
- Approximately 1 out of 3 college students currently experiences food insecurity. (College and university student food insecurity is approximately 36.5% - based on 14-73% in 10 peer-reviewed studies.)

Note: Food Insecurity is defined as limited or uncertain availability of nutritionally adequate and safe foods; or, limited or uncertain ability to acquire acceptable foods in socially acceptable ways.

In addition to allowing students to remain enrolled and complete their degrees, the benefits of providing improved nutrition to CI students include: increased concentration and mental acuity; improved sleep, anxiety, and academic performance; and reduced stress, anxiety, absenteeism and overall health.

2. **Project/Activity Budget.** Please enclose a complete detailed budget of the entire project. Indicate (in bold) specific items of requested MSFT funding including (where applicable) a schedule and priority of project items to be considered if the project is funded at a reduced level. Were other, less costly, approaches considered when preparing the budget for the project? Are there elements that could be eliminated or deferred if funding is not available for the entire project?

EMERGENCY FUNDS

Currently Emergency Grants are limited to \$500 maximum in a lifetime. The current fund balance is \$17,000, which was obtained by Advancement from donors. At \$500 this could only serve 34 students. In just the first few weeks there have been 12 applications for these funds. The application process and allocation of grants is managed through the Division of Student Affairs.

Long Term Goals

- Possible Loan Program (with higher allocations and lifetime maximums)

FOOD SECURITY – The Dolphin Pantry

Short-term Goals

- Food Donations
- Volunteers

Long-term Goals

- Hot meals
- Monetary donations
- Outside resources

The Dolphin Pantry is currently located in Ojai Hall. In just two weeks the pantry has served 70 unique students (33 commuters and 37 on-campus residents). Twenty-nine state they will use the pantry 1-3 times per week and six state they will visit the pantry daily. 57% state the hours of 10-4 work well for them (additional evening hours would be helpful). Fifteen students have also registered and are now trained to volunteer in the pantry. Volunteers are important to the operation of any food pantry, however volunteer participation is not always consistent and relying solely on volunteers does result in periods when the pantry has no one to support students needing assistance during scheduled hours.

Currently the pantry has been awarded some funding to provide a student assistant to coordinate and train the volunteers. Food and toiletries have been by donation only and have been limited. If funding is provided, additional items can be purchased and the pantry can expand its offerings to include a consistent supply of staple items. This will also ensure that the pantry remains fully stocked during periods of peak need.

Funding Request

- Funding for a Student Assistant position to work in the Pantry providing customer service, marketing materials and monitoring inventory - **\$8,800** (\$11 x 20 hours x 40 weeks)
- Funding for food inventory in the Pantry - **\$20,000** (\$400/wk x 50 weeks)
- Miscellaneous Pantry expenses - **\$1,200** (includes supplies for pantry operation)
- Funding for Emergency Grants - **\$20,000** (\$500/grant x 40 grants)

TOTAL Request: \$50,000.

3. **Project Assessment.** Describe how the effectiveness of the project will be assessed and measures that will be used to determine if it has attained its objectives. Please note a report will be due at the end of the semester (or fiscal year for annual projects). If funded, how will the project acknowledge the use of student funds so that students are aware that their student fees made (or helped to make) it possible? If appropriate, indicate how the project or activity promotes sustainability at CI.

The success will be in the number of students using the services. Currently a Sociology Capstone project is underway to further explore the needs of our students related to Basic Needs. A follow-up survey can be conducted following the first year to determine the on-going need for the pantry and the other Basic Needs programs. A website has been established (<http://www.csuci.edu/basicneeds>) and information will be sent to students via student campus global emails to regularly inform students of the Pantry and other Basic Needs.