



Channel Islands  
CALIFORNIA STATE UNIVERSITY

**Materials, Services, Facilities and Technology Fee  
Fiscal Year 2015-2016 Budget Request Form\***

**DUE: Friday, January 9, 2015 @ 5:00 P.M.**  
Please return completed requests via email to [gina.matibag@csuci.edu](mailto: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: **Dolphin Radio Space and Equipment Proposal**

Name of organization requesting funds: **Communication Program** Date: **11/18/2014**

Requestor: **Dr. Christina Smith & Dr. Tracylee Clarke**  
Contact Phone Number: ( 805 ) **437-3305 437-3762**  
E-mail: [tracylee.clarke@csuci.edu](mailto:tracylee.clarke@csuci.edu) / [Christina.smith@csuci.edu](mailto:Christina.smith@csuci.edu)

Amount of MSFT Funding Requested: **\$1700 plus small office space**

Date Funding Needed by: **Fall 2015**

Will you receive funds from any other source(s)? YES **NO**  
*If yes, please detail amount requesting from other source(s) as well as your total request for fiscal year 2014-2015 (including request from MSFT).*

Has this project or activity previously received MSFT funding? **NO**  
If yes, please attach copy of report

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

- 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.

**The Communication Program at CI has facilitated Dolphin Radio since the fall semester of 2013. The goal is to create a platform that will bring news, speakers, and campus events to students, faculty, staff, and the local community. During the past year, the Communication Program has received Lottery and Foundation funding to purchase equipment and other necessary services. In order to**

maintain Dolphin Radio in perpetuity, the Program will request yearly funding to continue the Backbone College Radio internet-based streaming service, two student workers, and a marketing fund. However, in order to fully function, both space and equipment is needed. Therefore, we are requesting both a room/space for the station and a Mac desktop computer.

Dolphin Radio will be a fully functional station as of January 2015 when the Communication Program utilizes its Lottery funds to purchase one year's worth of a streaming service. In order to assist with the generation of original CI-specific content, the Communication program has created "Digital Technology and Community-Based Storytelling," a Learning Community that will not only help the station grow, but will create a mentorship program among participating students. As the station continues to develop, it is vital that students work together to create the content. Within this space, we want to provide a Mac computer for members to use for audio production and station maintenance. From creating the playlists to editing content, this desktop will be the main tool to run the station. With the subscription to Backbone Radio, a computer utilizing the Mac Operating System is necessary.

- 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?

The Communication Program requests:

- **office space for radio equipment and student employees**
- **\$1700 for iMac desktop (per the CI website)**

- 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.

Student participation will be assessed through in-class performance if they are working with the radio as part of a class project. If students are working for the radio station, there will be semester evaluations of performance. The radio program will be assessed through the Communication Program Assessment process as it falls under the program's mission and community outreach initiatives.

- 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.

During the past year, the Communication Program has received Lottery and Foundation funding to purchase equipment and other necessary services. In addition, the Communication program has requested funding as part of their base-operating budget to support continued streaming fees, marketing, and station management salaries/stipends for students.

**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.**

Dolphin Radio Space and Equipment Proposal