

## Cardinal Commitment Funding and Spending Guidelines

Cardinal Commitment funding supports students who are engaging in a leadership Cardinal Commitment through student organizations, campus programs, campus/community partners, or independent projects. The funds are designed to work in tandem with other funding sources. There are two areas of support: general grants and transportation grants. The funds can be used in a variety of ways within the spending guidelines.

### Applying for Funds

To apply for funds, use the [Cardinal Commitment Support](#) online form. Applicants must meet the following criteria.

#### General eligibility criteria

- Funds must support public service that adheres to the [Principles of Ethical and Effective Service](#).
- Funds must support public service through one of the [Pathways of Public Service](#).
- Funds must be used to support an approved Cardinal Commitment(s).
- General grant applicants must be student leaders or sponsored by a student leader of OSE/ASSU-recognized organizations or Stanford student-led community organizations. All students making any type of Cardinal Commitment (engagement, leadership, or impact) can apply for transportation grants. Student organizational leaders can collectively apply for funds as long as they support a Cardinal Commitment.
- Campus programs and campus/community partners cannot apply for funds, but individual students making Cardinal Commitments with them may.
- Students applying for, or benefiting from, funds must be actively enrolled and in good standing.
- Students applying for funds must be actively engaged in a Cardinal Commitment.
- Students who have been awarded funds must use those funds while actively engaged in their Cardinal Commitment.
- Cardinal Commitment funds should be considered supplemental funding. Stanford-recognized student organizations are expected to first seek funds from ASSU/TSF or other student funding sources. Students working with a campus program or campus/community partner should first seek funding from those public service partners.

### Approval Process

- Applications are considered on a rolling basis throughout the year.
- Some requests could be awarded in as little as two business days. Other requests may take up to two weeks due to their complexity and/or the amount requested.
- The annual funding pool is split into thirds, with roughly a third awarded in each of the Fall, Winter and Spring quarters. Funds can be awarded for work over the summer, but the academic quarters are prioritized.
- Grants are generally in the range of \$250, although larger requests will be considered.

- Students/student organizations are limited to one application grant per quarter even if the amount requested is less than the upper limits outlined on pages 4-5. This will help ensure that the Cardinal Commitment team operates within our allocated budget and maintains an equitable distribution of grants.
- Applications are evaluated based on the following:
  - Baseline criteria listed above. Particular attention is paid to (a) whether the work adheres to the Principles of Ethical and Effective Service, and (b) perceived potential impact of the work influenced by the funding.
  - Whether, and to what extent, the funds are critical for the success of the Cardinal Commitment.
  - The availability of funds and expected demand for remaining academic quarters.
- The Cardinal Commitment staff may ask for additional information or request to schedule a meeting to discuss grant request.
- Applicants are informed of decisions via email. The Cardinal Commitment staff will provide as much transparency as possible in explaining the decision.

### **Appeal Process**

Applicants who are dissatisfied with decisions can appeal. They can ask Cardinal Commitment staff to reconsider a rejection or request more funds than were initially awarded.

Using the information provided in the decision by Cardinal Commitment staff, the applicant should prepare an email response that addresses the feedback provided in the decision.

Cardinal Commitment staff will consider the arguments in the appeal and may ask for further information or request to schedule a follow-up meeting.

Cardinal Commitment staff will answer the appeal with a decision via email within two weeks. Appeal decisions are final and cannot be appealed any further.

### **Spending Guidelines**

The activities involved with a student making a Cardinal Commitment fall under the rights and responsibilities of university business. Funding, spending and other support for a Cardinal Commitment must follow federal, state, and local laws as well as university (and ASSU where applicable) policies governing the university's nonprofit status and educational mission.

In compliance with the entities listed above, the Haas Center and Cardinal Commitment staff have developed these spending guidelines. There may be some spending allowed under university policy that's not allowed under Cardinal Commitment, but all Cardinal Commitment policies are in line with government, university, and ASSU policies.

### **University Spending Guidelines**

All spending of Cardinal Commitment funds falls under university business and follows the corresponding [policies](#), generally as [non-PO payment categories](#). There are several subcategories in the university's spending policies that have a direct impact on Cardinal Commitment spending policies including: general [business expenses](#), [honoraria](#), meals/food

(specifically for [travel](#) or [non-travel](#)), and travel (specifically for [lodging](#), [air travel](#) and [ground transportation](#)).

Recognized student organizations are also held to [ASSU spending policies](#).

### **Cardinal Commitment Spending Guidelines**

- 1) The awarded funds for general grants can only be accessed in the following ways:
  - Cardinal Commitment p-card
  - Transfer of funds between university accounts (only for ASSU/OSE recognized organizations)
  - Personal reimbursement
    - Personal reimbursements are typically not taxed, though there are exceptions. Notably, if reimbursement documentation is submitted more than 90 days after the expense was incurred, the reimbursement can be deemed taxable. To learn more about how taxes may apply, [go here](#).
- 2) Any unused funds need to be returned to the Haas Center.
- 3) A student or student organization has until the end of the fiscal year, August 31, to spend the funds, or until the student involved with the Cardinal Commitment graduates or decides not to continue the Commitment.
- 4) If any Cardinal Commitment program funds are misused, those funds will need to be returned in full back to the Haas Center. Awardees are responsible for returning the funds.
- 5) Funds can be used in a variety of ways including, but not limited to, the list below. In each case the spending must be in direct correlation to a Cardinal Commitment.

#### **Allowable Expenses**

- Materials
- Promotion (of an event or activity)
- Printing
- Screening rights
- Software
- Hardware/electronic equipment
- Mailing
- Art/office supplies (as long as the materials are not currently available at the Haas Center)
- Honoraria for a speaker/trainer
- Books/printed material
- Venue fees
- Program or activity apparel (such as t-shirts in support of a program)
- Transportation
  - Public transportation
  - Ride Share
  - Car Share
  - Mileage Reimbursement

- Rental Car
- Airfare
- Trains
- Bus rental
- Conference fees
  - The Cardinal Commitment team does not provide funding to cover conference fees. Please apply for the Opportunity Fund through the First Generation and/or Low-Income Student Success Center to receive support for this type of expense.

#### Unallowable Expenses

- Partisan political activity
  - Spending in support of a cause, community, or policy is acceptable but spending in support of a party or candidate is not.
- Snacks and meals
  - In general, the Cardinal Commitment program does not fund snacks or meals, but exceptions can be made if the student or student organization can demonstrate the following:
    - Why the student organization cannot get funding from ASSU (recognized organizations only)
    - Why the snack/meal is directly critical to a particular Cardinal Commitment
- Personal items (such as clothes or toiletries)
- Personal expenses (such as a cell phone bill)
- Anything that is routinely covered by ASSU (recognized organizations only)
- Meals while traveling
- Conference or other lodging

#### Spending limits

- Supplies
  - ASSU Groups may be referred back to their ASSU budget.
  - An individual or group cannot receive more than one grant per quarter to cover this type of expense.
  - The upper limit for this type of expense is \$100 per quarter.
- Capital Equipment
  - ASSU Groups may be referred back to their ASSU budget.
  - An individual or group cannot receive more than one grant per quarter to cover this type of expense.
  - Applicant has to submit a plan for storage of requested equipment.
  - The upper limit for this type of expense is \$500 per quarter.

- Food or Events
  - Only non-ASSU groups are eligible to receive a grant to cover this type of expense.
  - An individual or group cannot receive more than one grant per quarter to cover this type of expense.
  - The upper limit for this type of expense is \$250 per quarter.
- Training
  - An individual or group cannot receive more than one grant per quarter to cover this type of expense.
  - The quarterly upper limit for this type of expense is \$100 for one student or \$50 per student if multiple students from organization need training.
- Major Project Grants
  - This funding is designed to support innovative public service projects.
  - Applicants must demonstrate co-sponsorship or some form of support from another department, community organization, or student group.
  - Student organizations are limited to 2 applications per quarter.
  - The upper limit for this type of expense is \$1000 per quarter.
- Transportation
  - An individual or group cannot receive more than one grant per quarter to cover this type of expense.
  - Students can expect to receive \$50-100 to cover ground transportation expenses. The approved grant amount will depend on the frequency of travel and location of public service site.
  - Public transportation
    - Students must use public transportation as a first option. If public transportation is not a reasonable option, other forms of transportation can be considered.
    - In consultation with the student, Cardinal Commitment staff determine what is a “reasonable option,” taking into consideration travel times and overall convenience.
  - Personal vehicle
    - Reimbursements are based on an agreed-upon-in-advance route that represents the most direct route to and from campus.
    - The [current university personal vehicle use reimbursement rate](#) is \$0.625 per mile.
  - Ride Share/Car Share
    - The Haas Center has an agreement with Uber and ZipCar. These are currently the only two acceptable vendors. Students using ride/ car share funds must agree to create Uber or ZipCar accounts.
  - Bus charters
    - Students must use an [approved university vendor](#) when chartering a bus.
  - Honoraria
    - While there are no limits to paying honoraria, students and organizations need to follow the [university honoraria policy](#).