



COMMUNITY FINANCIAL FUND (CFF) GRANTS

Student Program Handbook

Student Affairs / Associated Students / Office of Student Life
Student Program Handbook
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Section 1: Program Name

Community Financial Fund (CFF) Grant Program

Section 2: Governance Structure/Responsibility

Referencing Article XII – ASUCSB Units, Philanthropy Units of the 2015 – 2016 Associated Students Legal Code, Section 4 – A, Page 189, The Associated Students Community Financial Fund is responsible for expanding Financial Literacy, assisting students by providing more access to grants, and helping supplement the current Associated Students emergency loans. This Unit shall establish a credit builder program, regular financial literacy workshops, and help students learn financial resources and services available on the UCSB Campus and within Santa Barbara County.

A Community Financial Funds (CFF) Coordinator career position is responsible for facilitating the program including the coordination of application processes, approvals, financial literacy efforts, and advising/directing Student Unit Members appointed to CFF Unit positions.

Student oversight will be accomplished with the appointment of a Student Unit Director (appointed by the Chair of Committee on Committees and the presiding CFF Coordinator). There are two Student Senate appointed Liaisons charged with facilitating Senate updates on the program. There are also four student Financial Literacy Mentors who assist with Financial Literacy events and Workshops (appointed by the Student Unit Director, CFF Coordinator, and Senate appointed Liaisons).

Section 3: Charter/Purpose

Charter

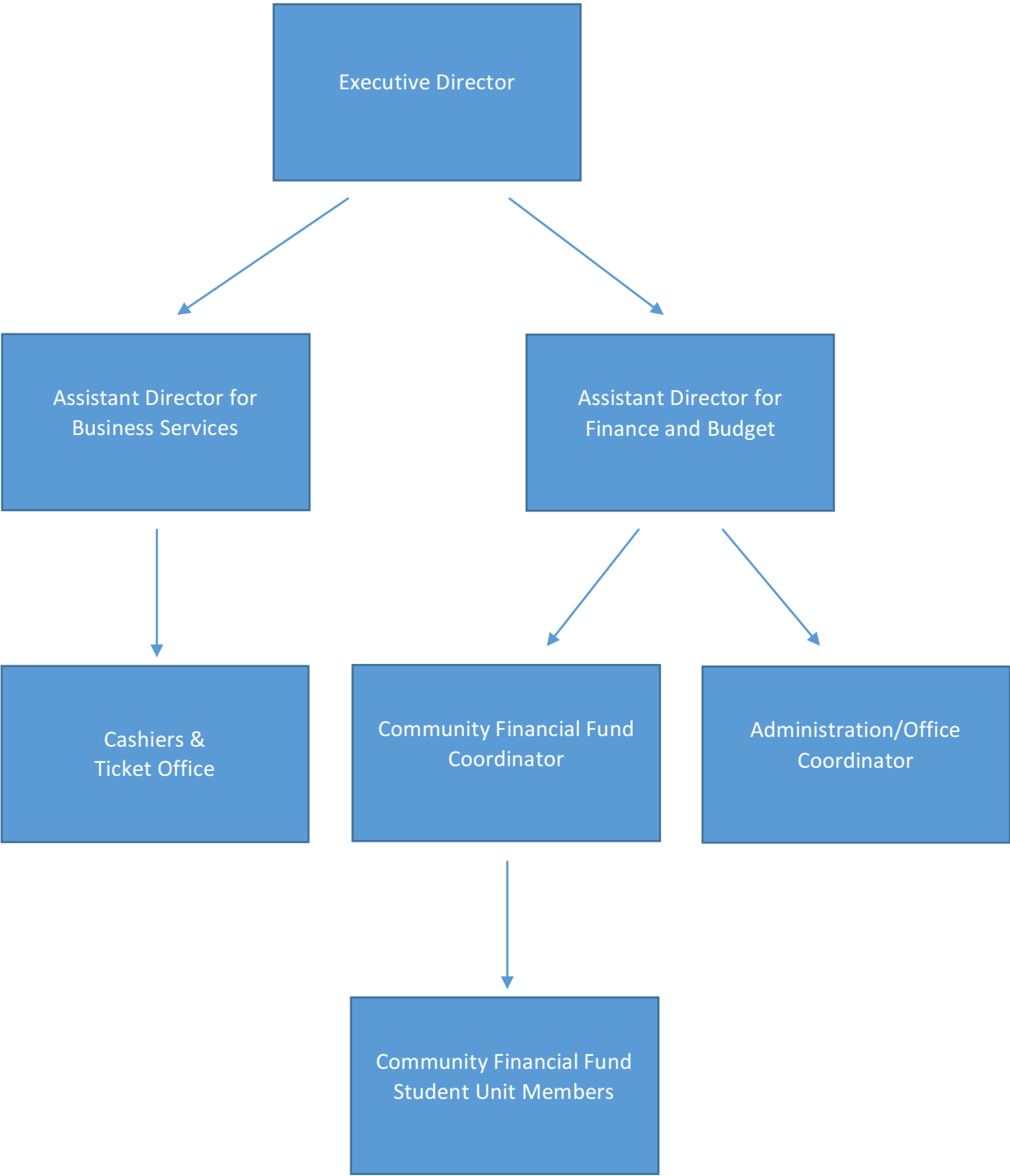
The Community Financial Fund (CFF) Grant program was established through a general student election approval in the 2010 – 2011 academic year. The ballot approval included a \$2.10 lock-in student fee to fund the program.

Purpose

The Community Financial Fund Grants are intended to provide registered undergraduate students with access to additional funds for core living and educational expenses, to create a more financially conscious UCSB undergraduate student body, and to help supplement the existing Short-Term Emergency Student Loans program. As grants, the awarded funds do not have a repayment obligation, however, applicants must disclose their

financially responsible intended use of the funds through the application process. To help accomplish this, the key component of the program is to provide student applicants with personal financial management information and skills through a Financial Literacy Workshop, as well as help students learn about the financial resources and services available on the UCSB Campus and within Santa Barbara County.

Section 4: Organizational Chart



Section 5: Definition of Duties

Executive Director

- Oversees Program Administration.
- Reviews and provides final approval for qualifying Grant applications.

Assistant Director for Finance and Budget

- Provides additional applicant eligibility confirmation prior to final approval stage.
- Confirms grant funds are available for further disbursements and updates fund balance accordingly.
- Reviews Grant Distribution Report as prepared by CFF Coordinator.
- Forwards eligible applications to Executive Director for final review and approval.
- Receives approved applications and forwards to CFF Coordinator for notification processes.
- Reconciles the FA-2 system expense accounts quarterly, as well as provides related reports as requested.
- Oversees the CFF Coordinator and the Administration/Office Coordinator and related functions.

Assistant Director for Business Services

- Oversees Cashiers and Ticket Office management and program involvement.

Cashiers and Ticket Office

- The Box Office and Financial Enterprises Specialist in conjunction with the Cashiers Coordinator (Career Managers), supervise the program processes and staff involvement within the Cashiers and Ticket Office.
- Cashiers and Ticket Office Staff provide student applicants with application forms, confirm completeness, and receive/secure daily applications bundle for processing.
- The Career Managers confirm completed applications receipt and prepare/forward all submitted applications to the CFF Coordinator for further processing.
- Career Managers supervise check disbursement processes after receiving them from Administration.
- Cashiers and Ticket Office Staff disburse checks to recipients after confirming identification and receiving receipt of check confirmation signature.
- The Career Managers confirm post-disbursement completion of applications and route processed application to CFF Coordinator for Archiving.

CFF Coordinator

- Coordinates, teaches, and oversees the Financial Literacy Workshops requirement.
- Oversees and advises CFF Student Board Members.
- Receives completed daily application bundles from Cashiers and Ticket Office, and provides detailed application review, additional questionnaire and workshop quiz review, and confirmation of eligibility.
- Confirms financial aid status of applicants.
- Forwards eligible applications to Assistant Director for Finance and Budget for further processing.
- Updates Grant Distribution Report and provides copy to Assistant Director for Finance and Budget.
- Informs students of approved grants.
- Forwards approved applications to Administration/Office Coordinator for checks processing.
- Archives completed applications after confirming funds disbursement process has been completed.

CFF Student Unit Members

- Under advisement from the CFF Coordinator, help coordinate the grant program, report back to the Student Senate, and provide input on program policies and procedures.
- Under direction from the CFF Coordinator, help teach Financial Literacy Workshops, administer Workshop quizzes, assist with Financial Literacy events, and help review applicant essays as needed.

Administration/Office Coordinator

- Receives and confirms approved applications, and creates checks for grant funds disbursements.
- Bundles disbursement checks with approved applications and routes to Cashiers and Ticket Office for disbursement processing.

Section 6: Financial Authority

The Student Senate provides oversight through a Community Financial Fund Student Unit, and charges the Associated Students Department with administering the program, with primary management by a career staff member in the role of Community Financial Funds Coordinator. This is outlined in the 2015 – 2016 Associated Students Legal Code, Philanthropy Units, Section 4, pages 189 - 191. In addition, the Associated Students Department was granted financial authority through Chancellor approval.

Section 7: Disbursement Authority

Referencing Philanthropy Units of the 2015 – 2016 Associated Students Legal Code, Section 4, part J-1 on page 191, the Cashiers and Ticket Office is provided disbursement authority for awarded Grant checks.

Section 8: Policies

Eligibility Requirements:

All currently registered undergraduate students are eligible to apply. Grants are approved and distributed on a first-come, first-serve basis every quarter. Recipients are chosen based off of a grant checklist requirement completion and Financial Aid eligibility. The grant checklist includes the completion of an online questionnaire, completion of an online essay regarding an applicant's intended use of the funds, completion of a Financial Literacy Workshop with completion of a corresponding quiz for a passing score of 70% or better. Once these steps have been successfully completed, applicants must complete an application form at the Associated Students Cashiers and Ticket Office windows. The grant checklist, Financial Literacy Workshop instructions and schedule, and related online application materials are located on the Community Financial Fund website at cff.as.ucsb.edu.

Grant Amounts:

Each applicant is eligible for the maximum allocation of \$400 one time per fiscal year (from July 1st – June 30th). Since total grant funds are limited each fiscal year by approved lock-in fee limits, there will be a quarterly cap on funds distributed to ensure students applying later in the year have equivalent access to a grant as students who apply at the beginning of the year.

Since the Grant program must comply with federal regulations, each student PERM number is checked by the Financial Aid and Scholarships Office to ensure the grant is within a student's need-based awards. Students are notified of the results of the review and whether they are able to receive the grant. If a student does not have any federal funding, PERM number verification will still take place prior to check processing.

Repayment:

There are no repayment requirements for CFF grant funds.

Section 9: Procedures

1) Students initiate the process online at the CFF webpage by following the Grant Checklist

- a) Student applicants fill out the online Grant Survey located on the CFF web page (or the Reapplication Survey if applicable).
- b) Student applicants sign up for and attend a Financial Literacy Workshop (coordinated and facilitated by the career staff CFF Coordinator or facilitated by a CFF Student Board Member).
- c) After Workshop completion, student applicants complete the Grant Workshop Quiz (70% score or better required for grant eligibility – course can be re-taken if below qualifying score).
- d) Student applicants write and submit the Grant Essay on-line.
- e) Student applicants complete the Grant Application form at the Cashiers and Ticket Office windows.

2) Cashiers and Ticket Office process application submittals

- a) Students complete and turn in the CFF Grant Application form at a Cashiers and Ticket Office window.
- b) Staff informs students of grant limits, application process, and eligibility requirements.
- c) Staff provides students with form completion guidance as needed.
- d) Staff confirms student identification (student ID), copies ID and attaches to application form.
- e) Completed forms are placed in the designated secure location.
- f) Applications are bundled daily and routed to the CFF Coordinator for processing and review.

3) CFF Coordinator processes, reviews, and coordinates approval of Grant applications

- a) All application materials are bundled per student including application forms from the Cashiers and Ticket Office, online submissions, and from Financial Literacy Workshop participation.
- b) Confirmation is made of completion of all application materials including Workshop Quiz passing grade.
- c) Applicant eligibility confirmation is made including current undergraduate status and no previous CFF grant award was received in current fiscal year.
- d) Application bundles are reviewed for first approval in receipt order by form number/receipt date.
- e) Reviews are made of Grant Questionnaires and Grant Essays for qualified use of funds determination.
- f) Applicant financial aid status is confirmed to ensure no restrictions exist or will be triggered within student financial aid package.
- g) Sign off is made as first approval check on eligible applications.
- h) Reviewed applications are routed to Finance and Budget for further processing and final approval.

4) Assistant Director for Finance and Budget confirms applicant eligibility and facilitates approvals

- a) Confirms application materials are all present and complete.
- b) Confirms applicant eligibility.
- c) Confirms CFF Coordinator review.
- d) Confirms availability of Grant funds.
- e) Routes eligible Grant Application and materials to Executive Director for final review and approval (reviews and signs each).
- f) Receives approved applications from Executive Director and routes to CFF Coordinator for notification and disbursement processes.

5) CFF Coordinator provides award notifications

- a) Notifies successful applicants of funding approval and disbursement directions.
- b) Updates the Grants Distribution Report to reflect new grant awards.
- c) Routes approved/posted applications to Administration/Office Coordinator for check processing.

6) Administration/Office Coordinator processes grant funding request

- a) Confirms approval for check processing.
- b) Confirms approved amount for each check.
- c) Generates checks.
- d) Creates check/application packet for disbursement.
- e) Transfers checks packet to Cashiers and Ticket Office for disbursement.

7) Cashiers and Ticket Office disburses Grant checks to recipients

- a) Receives and secures approved checks packet from Administration.
- b) Disburses checks to recipients by in-person pick up, first confirming identification (student ID) and obtaining signature of recipient on Section 2 of application form.
- c) Secures newly signed application forms.
- d) Bundles and forwards completed application batches to CFF Coordinator for archiving.

8) CFF Coordinator finalizes Grant processing

- a) Confirms applicant receipt of funds signature is on application form.
- b) Confirms that all completed application materials are present and files documents in secure archive location for future reference as needed.

9) Assistant Director for Finance and Budget reconciles Grant funds expenses

- a) Reviews Grant Distribution Report (ongoing).
- b) Quarterly FA-2 system expense reconciliation.
- c) Update CFF Coordinator on funds availability/issues status as needed.

Section 10: Forms

Application (See Attachment A)

| | |
|------------------------------|---|
| Application Form | The Community Financial Fund Grant Application Form is available at the Associated Students Cashiers and Ticket Office windows. |
| Required Documents | Identification Confirmation – Student ID Card |
| General Information | Application Date, Name, Email, Address (local and permanent), Phone Number (local and permanent), Perm Number, Total Amount of Grant needed options: \$100, \$150, \$200, \$250, \$300, \$350, \$400, Other (\$400 is maximum allowed). |
| Additional Questions | Upon receipt of funds, signature and date is required with attestation that funds use will be by applicant only and for purposes indicated in application essay. |
| Max Amount Authorized | \$400 per registered undergraduate student per fiscal year |
| Originated/Sent By | Student Applicant |
| Received By | Cashiers & Ticket Office staff |
| Reviewed By | Initial review facilitated by Community Financial Fund Coordinator with final award approval by Executive Director. |

| Workflow | |
|-----------------|---|
| Originated By | Student Applicant |
| Approved By | Associated Students Executive Director |
| Reconciled By | Assistant Director for Finance and Budget |
| Reported To | Executive Director, CFF Coordinator |
| Oversight | Student Senate (CFF Student Unit Members), Executive Director |

Additional Forms:

Grant Checklist

A Community Financial Fund Grant Checklist is posted on the CFF website at cff.as.ucsb.edu in order to provide a step-by-step outline for completing all of the application steps for receiving a grant.

Grant Supplemental Questionnaire

This Questionnaire is a required online submission step located on the CFF website and is meant to help Associated Students gain a better understanding of undergraduate student financial difficulties and how Associated Students can be a better financial resource for the Campus student body.

Grant Essay

The Essay is a required online submission step located on the CFF website and is an applicant attestation as to why they are requesting a grant and how their need may be a priority over others.

Grant Workshop Quiz

The Workshop Quiz is meant to be taken by applicants after completing a Financial Literacy Workshop, and is confirmation that applicants were able to understand and retain the valuable financial information presented. A passing score of 70% or better is required for application eligibility.

Section 11: Reconciliations

The Assistant Director for Finance and Budget is responsible for the reconciliations including quarterly program expense reconciliations performed in the Associated Students FA-2 accounting system.

Section 12: Reports

The CFF Coordinator prepares and updates a Grant Distribution Report summarizing approved recipients and awarded grants. In addition, the Assistant Director for Finance and Budget creates a quarterly reconciliation of the CFF grant expense and a related report is available to the Vice Chancellor of Student Affairs, Auditing, and the Executive Director upon request.

Section 13: Training Plan Requirements

Department areas involved in processing the CFF grants train and review with staff annually on program procedures. Area managers use a program training checklist as a guide that is segmented for each relevant area, which is signed after completion and for confirmation.

Section 14: Approvals

All CFF grant approvals are completed by the Associated Students Executive Director prior to checks processing and disbursement processes.