

INSTRUCTIONALLY RELATED ACTIVITIES (IRA)

FUNDING REQUEST APPLICATION

**APPLICATION QUESTIONS**

Please answer the questions below in the space provided. Attach additional documentation as necessary. Each question correlates with specific rubric criteria (identified by letters A-H).

1. Briefly describe the program/organization for which you are requesting IRA funds (Criteria A, D, E, F, G).
2. How does the proposed activity relate to the [[IRA Guidelines and Priorities](https://sacramentostate.policystat.com/doc_attachment/view/35493850/)](https://sacramentostate.policystat.com/doc_attachment/view/35493850/)? (Criteria A, D, E, F)

Link to IRA Guidelines and Priorities: <https://sacramentostate.policystat.com/doc_attachment/view/35493850/>

1. Describe how the funded activities will support each of the [Campus Imperatives](https://www.csus.edu/president/mission-imperatives/): 1) Learning & Student Success, 2) Teaching, Research, Scholarship, & Creative Activity, 3) Justice, Diversity, Equity, Inclusion, Belonging, 4) Resource Development & Sustainability, 5) Dedicated Community Involvement, 6) Wellness & Safety (Criteria A), specifically identifying which of the 23 strategic action items are supported by the funded activities.

Link to Campus Imperatives and 23 strategic action items:

<https://www.csus.edu/president/mission-imperatives/> <https://www.csus.edu/president/_internal/_documents/23-28-strategic-action-items.pdf>

1. Describe how your proposed activities directly benefit students. Be sure to include any impact your activities will have on:
   1. students directly involved
   2. the general student body
   3. and/or the community as a whole

Please be as specific as possible when referencing the number of students and community members that may be involved or affected. (Criteria C, G)

1. In light of the program’s mission, what were the significant successes/challenges of the program during the previous fiscal year? If there were challenges, what is the plan to overcome these challenges? (Criteria D)
2. If you are requesting an increase from the previous IRA allocation, please justify in detail why the additional funds are essential. (Criteria B)
3. IRA funding is not guaranteed and is allocated on an annual basis, please explain the program’s long-term (3-5 years) funding plan. If IRA funds are not received this fiscal year, how will that impact the program? (Criteria A, B)
4. Have you attempted to obtain funding from any other sources? Please describe all alternative or additional funding you have considered or obtained for your proposed activities and include all possible sources of funding. (For example: membership dues, private donations, gifts-in-kind, admission to events, external and/or community-based grants). If your program does not receive the full allocation requested, what other funding avenues will you seek? (Criteria B, H)

|  |  |  |
| --- | --- | --- |
| Alternative Sources of Funding | Status (e.g. granted, applied, considering applying for…) | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Amount:** | |  |

\*Please insert rows as needed

1. Please specify how the funds will be used in detail and **provide a priority ranking in regard to funding requests.** If you are requesting funds for a speaker or performer, list possible names of presenters, and potential dates of appearance. Attach any information you may have about the presenter/performer. (For example: credentials, and vita.) (Criteria B)

|  |  |  |
| --- | --- | --- |
| Priority | Expense | Amount Requested |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| **Total Amount Requested:** | |  |

\*Please insert rows as needed

1. If your program was allocated IRA funds in the prior fiscal year, please address any concerns (if any) the committee identified in your official IRA allocation letter.
2. Given the importance of adaptability due to the dynamic nature of our world, please describe how your proposed IRA could smoothly transition in case operational needs necessitate the campus to function in a virtual or hybrid manner. In this context, 'hybrid' implies that activities can be accessed both in person and online, as the situation demands.
3. Please identify any websites or external resources that provide additional information about the proposed IRA program.