

INSTRUCTIONALLY RELATED ACTIVITIES (IRA)

FUNDING REQUEST APPLICATION

**Instructionally related activities (as per CA Ed Code 89230):** means those activities and laboratory experiences that are at least partially sponsored by an academic discipline or department and that are, in the judgment of the president of a particular campus, with the approval of the trustees, integrally related to its formal instructional offerings.

Activities that are considered to be essential to a quality educational program and an important instructional experience for any student enrolled in the respective program may be considered instructionally related activities.

**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-F).

1. Briefly describe the program/organization for which you are requesting IRA funds (Criteria A, D, E).
2. Describe how the proposed activities align with the criteria for instructionally related activities, per the Ed Code above and outlined below (Criteria A, D):

Please view link below to IRA Procedures and Guidelines for more information: <https://sacramentostate.policystat.com/doc_attachment/view/35493850/>

1. Describe how the funded activities will support and advance Sac State’s mission for student success and promote academic achievement, retention, professional development and/or career placement. (Criteria A). Please provide specific examples.

Link to Sac State’s mission: <https://www.csus.edu/president/mission-imperatives/>

1. Describe how your proposed activities directly benefit students, the general student body, and the community as a whole (if applicable). Please be as specific as possible when referencing the number of students and community members that may be involved or affected. (Criteria C, E)
2. 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)
3. 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? Note: Please indicate if your alternative funding sources are uncertain or pending, and the committee will take this into consideration. (Criteria B, F)

|  |  |  |
| --- | --- | --- |
| 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. Please identify any websites or external resources that provide additional information about the proposed IRA program.