Dear [individual/organization name],

In keeping with the Isla Vista Community Relations Committee’s mission to provide fun, educational, and inspiring experiences for Isla Vista residents and to bring the Isla Vista community closer together, we are pleased to inform you that your project, [project name], has been selected by the University of California, Santa Barbara Associated Students IVCRC to receive funding in the amount of:

$[amount]

The approved budget is initially distributed as follows. Minor deviations from this list are fine, but for significant adjustments, please email ivrc.as.ucsb@gmail.com before proceeding. In either case, please document any differences between this list and your actual expenditures in the [accompanying follow-up report].

<table>
<thead>
<tr>
<th>[item]</th>
<th>x[quantity]</th>
<th>$[amount]</th>
</tr>
</thead>
<tbody>
<tr>
<td>[item]</td>
<td>x[quantity]</td>
<td>$[amount]</td>
</tr>
</tbody>
</table>

Expenditures must occur after the project approval date ([date]) and before the project end date ([date]). If the project will not be complete by this date, please contact the IVCRC Chair at ivrc.internalchair@as.ucsb.edu.

This funding may be used to perform all work and activities in accordance with the submitted project proposal, with the stipulation that when funding intern and staff positions, we require that a roster of paid staff be submitted to us. Additionally, funded interns and staff should be reporting a description of the tasks completed.
In addition, the standard guidelines for all IVCRC grants and grant recipients are listed [on the next page/below]. Please initial next to each section to indicate you have read the points listed, and sign at the bottom of the document. Return the signed document via email to ivcrc.as.ucsb@gmail.com. Grant checks cannot be processed until this agreement is received.

Your assigned board contact is Humberto Rico, who can be reached at ivrc.internalchair@as.ucsb.edu. Humberto will follow up with you throughout the duration of your project to assist you with any questions you may have and to ensure that you are progressing well.

RESPONSIBILITIES OF THE PROJECT LEADER

The individual specified as Project Leader is responsible for all activities conducted related to the project. They are responsible for maintaining close communication with the respective Board Contact in the following ways:

- Submitting necessary documentation in a timely manner.
- Providing notification of any changes in the project.
- Following up with any questions, comments, and concerns.

ALLOCATION OF FUNDING AND DOCUMENTATION OF EXPENDITURES

- Monies must be spent within the approved budget and may not be transferred between line items without prior approval of the Board. Please be aware that IVCRC does not grant reallocations, or redistribution of funds to new items after final approval. IVCRC does not meet during finals week or during spring, summer, or winter breaks, and approval for requests received during these times may be significantly delayed.
- Any unspent monies from IVCRC grant must be repaid to IVCRC in the form of a check made out to “Associated Students” at the time the final report is submitted.
- All expenditures from the IVCRC grant monies must be documented in the form of a receipt or invoice. This documentation must be included with the final report.
REPORTING OF STATUTORY BENEFITS

All staff are employees of [individual/organization name].

Grant recipients will be wholly responsible for securing, managing, and maintaining personnel records ensuring that Federal and State Laws and personnel policies are followed.

All disciplinary, and evaluative actions of personnel are the responsibility of [individual/organization name].

Grant recipients are responsible for providing the required information, appropriate distribution of and reporting any state, local and federal taxes to the appropriate agencies.

When an employee is paid a stipend or payroll, payroll needs to be informed if the payment excludes or includes statutory benefits.

Statutory benefits: Employee benefits associated with compensation paid by funded organization. These required costs may include: retirement (STRS, PERS, or Social Security), and other payroll taxes (State Unemployment Insurance, Medicare, Workers’ Compensation).

Statutory benefits may differ between employees due to different retirement systems and other applicable payroll taxes.

Example (amounts for illustration only):

$1000 stipend payment:

- Stipend payment (statutory benefits exclusive) — $1,000 to the employee + $200 statutory costs = $1,200 total district cost
- Stipend payments (statutory benefits inclusive) — $825 to the employee + $175 statutory costs = $1,000 total district cost

ACKNOWLEDGEMENT OF FUNDING

All print or online articles, outreach literature, or publicity related to this project or program must include mention of the “UCSB Associated Students Isla Vista Community Relations Committee” as a source of funding. A logo must be included when applicable.

If the project work is being performed in a specific physical area, a sign must be posted to acknowledge IVCRC support.
I, __________________________, have read the previous letter and guidelines for IVCRC-supported projects and agree to the terms set forth by UCSB Associated Students.

Signed: ___________________________________________ Date: _______________________
Grant Recipient

Signed: ___________________________________________ Date: _______________________
IVCRC Chair: Yiu-On Li

Signed: ___________________________________________ Date: _______________________
IVCRC Advisor: Allina Mojarro

Signed: ___________________________________________ Date: _______________________
Asst. Director For Community Affairs Civic Engagement and Advocacy: Ruth Garcia Guevara

Signed and approved by: _____________________________ Date: _______________________
A.S. Executive Director, Marisela Márquez, Ph.D.