Application Guidelines:
- Currently registered OSL student organizations that have attended the SIOP mandatory orientation meeting (October 23, 2014) may apply for funds.
- Applications are reviewed and ranked based on established criteria. The deadline date for all applications is December 5, 2014.
- Applicants need to complete the SIOP online application in one session. Before beginning, it is necessary to have a completed questionnaire, current event agenda, overall program budget and SIOP budget.
- Electronic signatures of the person preparing the application and your organization’s outreach chair (if applicable) are required before your application can be submitted.
- The completed online application will automatically be sent electronically to the organization’s advisor for his/her signature.
- Once an advisor has provided an electronic signature, the application is approved for review.
- Upon completion of the SIOP Co-Chair's review, the applicant will receive an email regarding SIOP application status.

Application Criteria:
- Applicants will be ranked by the committee based on those student organizations that best meet the established criteria. Applicants should make every effort to ensure the material contained in the packet is complete, accurate, and professionally presented. The deadline for all applications is December 5, 2014. The following is taken into consideration when ranking the funding proposal:
  - Overall quality of the application packet (current event agenda; comprehensive funding application; complete and accurate budgets; well-organized proposal free of grammar, spelling and sentence structure errors).
  - Outreach to partnership schools including elementary, middle and junior high schools feeding into partnership schools.
  - Follow-up with SIOP participants after the outreach event (availing selves for questions mentoring and continuing ongoing contact).
  - Success of past outreach events, based on past evaluations (if applicable).
  - Use of previous year's funding allocation, all or partial (if applicable).
  - Completion of evaluations (submitted by deadline date, late or not submitted).

Program Requirements:
- Requests for campus overnight accommodations must be submitted to Housing by December 12, 2014.
- Scheduling Dining Commons meals must be made by meeting with SIOP Chair Nicole Wong, Campus Visit Coordinator (nicole.wong@sa.ucsb.edu).
- Once an SIOP Co-Chair has approved an application, representatives from the organization will be scheduled to present a proposal to the SIOP Committee. Please come prepared to answer specific questions related to your program.
- At least one student representative from an organization is required to attend an evaluation meeting.
To schedule a meeting, please contact SIOP Chair, Nicole Wong (nicole.wong@sa.ucsb.edu) or (805) 893-3331.

- Acceptance of each SIOP grant requires that the requesting student organization complete all evaluation forms: Participant Evaluations, Parent Evaluations (if applicable), Program Demographic Summary, Grant Evaluation, and Admissions Intake form within TWO WEEKS of the event. Evaluation Forms may be downloaded from the SIOP website. NOTE: Student organizations that fail to turn in the required evaluations will not be eligible for funding the following year.

- Evaluations must be submitted in person to Nicole Wong (nicole.wong@sa.ucsb.edu) or (805) 893-3331 in Office of Admissions/Visitor Center, SAASB 1102B.

**Tips:**

- Applicants are strongly encouraged to meet with Chair Viviana Marsano, Office of Student Life, to complete the 360 Event Planning Guide in Org Sync and OSL event planning process.

- It is strongly recommended applications meet with SIOP Chair Barbra Ortiz to review the application packet prior to the online submission.

- Inform your advisor once you submit the application to make sure he/she reviews and approves it in a timely manner.

- SIOP does not fund memorabilia (e.g. T-shirts, items with logos), entertainment, gifts, prizes, decorations or speaker fees.

- SIOP covers one meal per day.

- The maximum SIOP award funded is $6,000.

- Grant funds cannot be used retroactively.

- Funded projects cannot commence until after the grant has been awarded.

- SIOP cannot fund events scheduled that conflict with the weekend of Spring Insight (April 10-12, 2015).