

Cardinal Commitment Funding and Spending Guidelines

Cardinal Commitment funding supports students who are engaging in a Cardinal Commitment through student organizations, campus programs, campus/community partners, or as independent projects. The funds are designed to work in tandem with other funding sources. There are two areas of support: general grants and transportation grants. The funds can be used in a variety of ways within the spending guidelines.

Applying for Funds

To apply for funds, use the [Cardinal Commitment Support](#) online form. Applicants must meet the following criteria.

General eligibility criteria

- Funds must support public service that adheres to the [Principles of Ethical and Effective Service](#).
- Funds must support public service through one of the [Pathways of Public Service](#).
- Funds must be used to support an approved Cardinal Commitment(s).
- Applicants must be (a) students making a Cardinal Commitment, or (b) student leaders of OSE/ASSU-recognized organizations or Stanford student-led community organizations. Student organizational leaders can collectively apply for funds as long as the funds are supporting a Cardinal Commitment(s). Campus programs and campus/community partners cannot apply for funds, but individual students making Cardinal Commitments with them may.
- Students applying for, or benefiting from, funds must be actively enrolled and in good standing.
- Students applying for funds must be actively engaged in a Cardinal Commitment.
- Students who have been awarded funds must use those funds while actively engaged in their Cardinal Commitment.
- Cardinal Commitment funds should be considered supplemental funding. Stanford-recognized student organizations are expected to first seek funds from ASSU/TSF or other student funding sources. Students working with a campus program or campus/community partner should first seek funding from those public service partners.

Approval Process

- Applications are considered on a rolling basis throughout the year.
- Some requests could be awarded in as little as two business days. Other requests may take up to two weeks due to their complexity and/or the amount requested.
- The annual funding pool is split into thirds, with roughly a third awarded in each of the Fall, Winter and Spring quarters. Funds can be awarded for work over the summer, but the academic quarters are prioritized.
- Grants are generally in the range of \$500, although larger requests will be considered.

- Students/student organizations can apply for multiple grants in a quarter or academic year, but priority will be given to applications that have not yet received funding in the current academic year.
- Applications are evaluated based on the following:
 - Baseline criteria listed above. Particular attention is paid to (a) whether the work adheres to the Principles of Ethical and Effective Service, and (b) perceived potential impact of the work influenced by the funding.
 - Whether, and to what extent, the funds are critical for the success of the Cardinal Commitment.
 - The availability of the funds and expected demand.
- The Cardinal Commitment staff may ask for additional information or an in-person meeting.
- Applicants are informed of decisions via email. The Cardinal Commitment staff provide as much transparency as possible in explaining the decision.

Appeal Process

Applicants who are dissatisfied with decisions can appeal. They can ask Cardinal Commitment staff to reconsider a rejection or request more funds than were initially awarded.

Using the information provided in the decision by Cardinal Commitment staff, the applicant should prepare an email response that addresses the feedback provided in the decision.

Cardinal Commitment staff will consider the arguments in the appeal and may ask for further information or for an in-person meeting.

Cardinal Commitment staff will answer the appeal with a decision via email within two weeks. Appeal decisions are final and cannot be appealed further.

Spending Guidelines

The activities involved with a student making a Cardinal Commitment fall under the rights and responsibilities of university business. Funding, spending and other support for a Cardinal Commitment must follow federal, state, and local laws as well as university (and ASSU where applicable) policies governing the university's nonprofit status and educational mission.

In compliance with the entities listed above, the Haas Center and Cardinal Commitment staff have developed these spending guidelines. There may be some spending allowed under university policy that's not allowed under Cardinal Commitment, but all Cardinal Commitment policies are in line with government, university, and ASSU policies.

University Spending Guidelines

All spending of Cardinal Commitment funds falls under university business and follows the corresponding [policies](#), generally as [non-PO payment categories](#). There are several subcategories in the university's spending policies that have a direct impact on Cardinal Commitment spending policies including: general [business expenses](#), [honoraria](#), meals/food

(specifically for [travel](#) or [non-travel](#)), and travel (specifically for [lodging](#), [air travel](#) and [ground transportation](#)).

Recognized student organizations are also held to [ASSU/OSE spending policies](#).

Cardinal Commitment Spending Guidelines

- 1) The awarded funds can only be accessed in the following ways:
 - Cardinal Commitment p-card
 - Transfer of funds between university accounts (only for ASSU/OSE recognized organizations)
 - Personal reimbursement
Personal reimbursements are typically not taxed, though there are exceptions. Notably, if reimbursement documentation is submitted more than 90 days after the expense was incurred, the reimbursement can be deemed taxable. To learn more about how taxes may apply, [go here](#).
- 2) Any unused funds need to be returned to the Haas Center.
- 3) A student or student organization has until the end of the fiscal year, August 31, to spend the funds, or until the student involved with the Cardinal Commitment graduates or decides not to continue the Commitment.
- 4) Funds can be used in a variety of ways including, but not limited to, the list below. In each case the spending must be in direct correlation to a Cardinal Commitment.
- 5) If any Cardinal Commitment program funds are misused, those funds will need to be returned in full back to the Haas Center. Awardees are responsible for returning the funds.

Allowable Expenses

- Materials
- Promotion (of an event or activity)
- Printing
- Screening rights
- Software
- Hardware/electronic equipment
- Mailing
- Art/office supplies (as long as the materials are not currently available at the Haas Center)
- Honoraria for a speaker/trainer
- Books/printed material
- Venue fees
- Program or activity apparel (such as t-shirts in support of a program)
- Transportation
 - Public transportation

- Ride shares
- Car shares/rental cars
- Airfare
- Trains
- Bus rental
- Conference fees
Students who receive funds for conferences must provide the Stanford community a pre-determined and publicly available reflection on their conference experience, such as an informal talk or teach-back.

Unallowable Expenses

- Partisan political activity
Spending in support of a cause, community, or policy is acceptable but spending in support of a party or candidate is not.
- Snacks and meals
In general, the Cardinal Commitment program does not fund snacks or meals, but exceptions can be made if the student or student organization can demonstrate the following:
 - Why the student organization cannot get funding from ASSU (recognized organizations only)
 - Why the snack/meal is directly critical to a particular Cardinal Commitment
- Personal items (such as clothes or toiletries)
- Personal expenses (such as a cell phone bill)
- Anything that is routinely covered by ASSU (recognized organizations only)
- Meals while traveling
- Conference or other lodging

Spending limits

Other than the exceptions that are listed below, there are no spending limits.

- Meals/snacks
The Cardinal Commitment program in general does not provide funding for food, especially for ASSU-recognized groups. Exceptions, however, can be made on a case-by-case basis. The cost of meals per person should not exceed \$25 per meal. Snacks cannot exceed \$2. Cardinal Commitment staff can mandate lower maximums in a particular case.
- Funds cannot be spent on alcohol
- Air travel
 - Funds used for a roundtrip flight cannot exceed \$400.
 - Funds can only cover a coach fare.

- Funds can only cover a flight departing from and returning to the Bay Area.
- Ground transportation
 - Public transportation
 - Students must use public transportation as a first option. If public transportation is not a reasonable option, other forms of transportation can be considered.
 - In consultation with the student, Cardinal Commitment staff determine what is a “reasonable option,” taking into consideration travel times and overall convenience.
 - Personal vehicle
 - Reimbursements are based on an agreed-upon-in-advance route that represents the most direct route to and from campus.
 - The [current university personal vehicle use reimbursement rate](#) is \$0.58 a mile.
 - Ride Share/Car Share
 - The Haas Center has an agreement with Uber and ZipCar. These are currently the only two acceptable vendors. Students using ride/car share funds must agree to create Uber or ZipCar accounts.
 - Bus charters
 - Students must use an [approved university vendor](#) when chartering a bus.
 - Honoraria
 - While there are no limits to paying honoraria, students and organizations need to follow the [university honoraria policy](#).