

Funding Application: Undergraduate Senate [AGU-000130]

Student Organization
O-Tone

Program Title
Annual Grant

Start Date

End Date

Academic Year
2019-2020 Academic Year

Grant Type
Annual

Funding Line(s)

Line #	Account	Line Description	Funding Manager Notes	Event Name	Event Date	Requested Amount	Recommended Amount	Approved Amount
1	01-6451-30-2990 (Annual Grants - Travel - VSO)	\$5000 = \$1000 = \$50 per person public transport tickets * 20 people. + \$4000 = \$500 per night for 20 person Airbnb * 8 nights. For tours and short trips to sing at nearby college campuses.				\$5,000.00	\$5,000.00	\$5,000.00
2	01-6451-30-2990 (Annual Grants - Travel - VSO)	\$2800 = \$800 = \$30 per gas fillup * 4 cars * 7 gas refills. + \$2000 = \$500 per car rental for 5 days * 4 cars. For tours and short trips to sing at nearby college campuses.				\$2,800.00	\$2,800.00	\$2,800.00
3	01-6451-30-2940 (Annual Grants - Costumes & Uniforms - VSO)	\$600 = \$300 = \$70 per bomber jacket (with shipping/tax) * 4. https://tinyurl.com/ybomk5no + \$300 = \$50 per standard uniform shirt (with shipping/tax) * 6 shirts (minimum order size).				\$600.00	\$600.00	\$600.00

Line #	Account	Line Description	Funding Manager Notes	Event Name	Event Date	Requested Amount	Recommended Amount	Approved Amount
		https://tinyurl.com/yd5v8q86						
4	01-6451-30-2960 (Annual Grants - Meeting Food - VSO)	\$300 = \$100 * 3 quarters. Meeting food for each quarter.				\$300.00	\$300.00	\$300.00
5	01-6451-30-2930 (Annual Grants - Marketing & Printing - VSO)	\$1020 = \$40 * 3 quarters. General advertising. + \$900. General printing and sheet music printing. Fall quarter this year we spent \$270 on printing sheet music. We write our own music.				\$1,020.00	\$1,020.00	\$1,020.00
6	01-6451-30-2920 (Annual Grants - Event Food & Supplies - VSO)	\$1320 = \$4 of snacks * 100 people * 3 shows. + \$4 of snacks * 25 Love Tones recipients. (Valentine's Day event) + \$20. Money for Love Tones supplies: origami paper, roses, and origami miscellaneous items. https://tinyurl.com/y9rpnekb				\$1,320.00	\$1,320.00	\$1,320.00
7	01-6451-30-2900 (Annual Grants - Honoraria - VSO)	\$1450 = \$150 per photoshoot * 3 quarters. + \$500 for one day of professional recording studio time * 2 days. https://arts.stanford.edu/for-students/arts-spaces/stern-music-room/	We cut \$450 here to cover the photoshoots, which are outside of our guidelines.			\$1,450.00	\$1,000.00	\$1,000.00

						Requested	Recommended
					Totals	\$12,490.00	\$12,040.00
					Final Allocation		\$12,040.00

Questions

Question	Answer
Please provide four contacts for your group (two must be graduates if also applying for Graduate Annual grants). These individuals should be prepared to be called by the Undergraduate Senate or the GSC during the evaluation of the group. Please list their name, title in organization, school/degree program, e-mail, and phone.	Sicheng Zeng, Financial Officer, BS in Computer Science, zengcs@stanford.edu, 919-590-7968 Cynthia Liang, Vice President, Undeclared/BS in Symbolic Systems, liangcyn@stanford.edu, 732-668-1806 Jonathan Chhang, President, BS in Electrical Engineering, jchhang@stanford.edu, 805-377-4081 Vickie Wang, Social Chair, BA in Psychology, vjwang@stanford.edu, 919-349-2721
Are you also applying for Graduate Annual Grants?	No.
Please define the services provided by your group with the Special Fee, as per the ASSU Constitution:	N/A.
If you are an umbrella group, please list the groups for which you are applying for Annual grants, their ASSU account numbers, and contact information for their financial officers.	N/A.
How do you plan to publicize your events/programs to the greater Stanford community? Have you registered with Events at Stanford?	We advertise our events primarily using flyering in common areas around campus, such as White Plaza or around dining halls. We do email blasts as well. We have also had photoshoots and Facebook promoted ads, as well as general Facebook post advertisements. During the start of the year, we table at White Plaza along with the other prominent a cappella groups, and perform at freshman dorms. We also do dorm announcements throughout the year about our shows. We have not registered with Events at Stanford before, but would be open to registering with them in the future!
What is the average attendance at your events?	At our quarterly a cappella shows, we have been seeing increasing amounts of people every year, and now we have comfortably over a hundred students at our events, as well as alumni and parents who come to watch.
Have you applied for Annual Grants in the past 3 years? If so, please detail the outcome of each attempt.	No.
What events/programs does your group hold throughout the year for the Stanford community?	<p>We hold three full shows per year (fall, winter and spring) and provide serenades in the week leading up to Valentine's Day. All Stanford community members are welcome to attend these events; we have had Resident Fellows and their families attend our shows, and we have serenaded grad students, spouses and Stanford staff.</p> <p>To further connect with the Stanford community, we perform at various cultural festivals and arts events on campus. In the past, we have performed at (among others) the Japanese Student Union's Golden Week Festival, the Korean-American Student Association's Culture Festival, the Undergraduate Chinese American Association's Chinese New Year Banquet, the Taiwanese Culture Society's Night Market, and the Stanford Vietnamese Student Association's Mid-Autumn Festival. We have also performed at Cantor Arts Center's First Friday and will be performing at this year's Family Weekend show.</p> <p>We are committed to sharing and celebrating East Asian culture through music, while maintaining an open and welcoming presence for both our members and our audience. As the newest a cappella group on campus, we could not have thrived in the past three years without all the support from Stanford University as well as many students and student groups. We would be grateful for the support of the Annual Grant as we continue to grow both as a musical group and as a community.</p>
What are the three largest line item requests in your budget and why?	Our three largest line item requests are are \$7800 for travel, \$1450 for honoraria

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	<p>fees, and \$1320 for event food and supplies.</p> <p>The \$7800 for travel encompasses \$800 for gas, \$2000 for car or van rental, \$1000 for public transportation, and \$4000 for accommodations. We have referenced these values from the tour we did in LA during the 2017-2018 school year spring break. We spent 5 days visiting various cultural centers and college communities, notably establishing contact with the USC Trojans, USC First and Only East Asian A Cappella. During that tour, we spent around \$500 per car for the 5 day rental, using zipcar rates, and needed four cars. We refilled gas multiple times on the way down and the way up, as well as a few times while we were there. In future years, we anticipate the bus or train system to improve, and hope to use that as an alternative for travelling to LA or Berkeley in the future. While we were in LA, we lived in an Airbnb and spent around \$4000.</p> <p>The \$1450 for honoraria fees encompasses \$150 per quarter to hire a photographer to advertise our big quarter-end shows, as well as \$1000 for professional recording studio time. We spent \$150 from our 2800 account to pay a photographer for our Fall show this year, and the boost in professionalism and advertising power was great! We have applied for professional recording time in prior years with TSF, but next year, I anticipate using our TSF fund mainly to fund flights, so we would like to apply for the studio time in our ASSU budget next year.</p> <p>Finally, we would like \$1320 for event food and supplies. There are four big events that we are applying for. Our quarter-end shows draw crowds of over 100 people regularly, and we would like funding for snacks at the event. We would also like funding for snacks and some supplies for our Valentine's week event, which we have done annually since the premier of our group, Love Tones, where we sing for couples, best friends, and favorite teachers, and give them chocolates and origami roses. It's been a big hit over the past years, and we consistently have around 50 requests to service over the week.</p>
<p>Why are you requesting Annual Grants?</p>	<p>O-Tone is requesting annual grant funds because we realized this year that our budget is starting to exceed the \$6000 funding limit, and although we supplemented ourselves with the Stanford Fund as well, we still had a very tight budget this year. We recently were forced to cut our recording funds in order to attend the national conference we were invited to.</p> <p>Improving our on-campus shows:</p> <p>In order to fund our on-campus shows, we are applying for uniforms, publicity in the form of a photographer and advertising, and snacks.</p> <p>We realized after recruiting that our old uniforms did not fit our new members, and ended up not performing without full uniforms for our Fall show, so we are also applying for sets of winter and spring uniforms for any new members next year that cannot use the uniforms we have this year. We would use the funds to continue publicizing our events, with a budget to hire a photographer and general advertising funds. This year, we paid our photographer out of our 2800 account, which is still very small, as we are a three year old VSO. We also would like funds to</p>

Question	Answer
	<p>use Facebook advertisements and print paper fliers.</p> <p>Professional recording:</p> <p>We would also use the funds to obtain professional recording studio time to record our music, as this has been a longstanding goal of ours to record more professionally. This year so far, and previous years, we have either run out of time working on shows, or done quick jobs with the equipment we use to perform at shows. We always push for higher quality and better efficiency, so having funds to hire a professional to assist us in recordings is one of our main goals for the upcoming years. We have funds this year from TSF, but we would like to shift the studio funds to our ASSU budget and use TSF primarily for flights.</p> <p>Tours:</p> <p>The remaining line items provide funding for us to go on tours to nearby cities, such as Berkeley or Los Angeles, both of which we have toured before. In previous visits to Berkeley and Los Angeles, O-Tone has contacted local Asian a cappella groups, namely Berkeley Nikkei Choral Ensemble and the USC Trogons, and we have kept up a friendly back and forth over the past two years. Berkeley NICE collaborated with us during our Fall show this year, traveling down to sing with us the day before the Big Game, and we've also previously sung at their show.</p> <p>USC Trogons: https://www.facebook.com/Trogons/</p> <p>Berkeley Nikkei Choral Ensemble: https://callink.berkeley.edu/organization/NikkeiChoralEnsemble</p>
If you applied for Annual Grants last year, is there an increase in the amount you're seeking this year? If so, why?	N/A.

History

Date	Assignment Group	Assignee	Action	Comments
16-JAN-2019 12:52 PM	In Progress	zengcs	FO Submitted	
18-JAN-2019 02:46 AM	Funding Admin		Withdrawn	
18-JAN-2019 10:57 AM	In Progress	zengcs	FO Submitted	
18-JAN-2019 10:59 AM	Funding Admin		Withdrawn	
22-JAN-2019 03:37 PM	In Progress	zengcs	FO Submitted	
22-JAN-2019 03:40 PM	Funding Admin		Assigned	
04-FEB-2019 01:58	Funding Committee	grosen18	Send to FO	We made a \$450 cut to your honoraria to remove the photoshoots, seeing as they are outside of our guidelines.

Date	Assignment Group	Assignee	Action	Comments
PM				Please re-submit your application to confirm your receipt of these cuts. Please email us or attend a Funding Office Hour if you'd like to discuss this cut with us.
04-FEB-2019 02:02 PM	In Progress	zengcs	FO Submitted	
05-FEB-2019 10:36 AM	Funding Admin		Assigned	
20-FEB-2019 12:36 PM	Funding Committee	motown95	Approved	
20-FEB-2019 12:37 PM	Legislative Body	motown95	Approved	
20-FEB-2019 12:37 PM	Accountant			