

Undergraduate Students Association / Board of Directors (USA/BOD)

Programming Fund Application

Application Guideline

1. The Undergraduate Students Association / Board of Directors (USA/BOD) Programming fund is for the purpose of programming costs of events organized and hosted by officially registered student organizations.
2. There are three USA/BOD Fund cycles during the academic year, one per academic quarter. Eligible organizations are allowed to apply a maximum of 2 times per quarter if they are hosting multiple events. Please submit one separate application per event. The maximum allocation per application is \$5000.
3. Fund guidelines and applications are available [here](#).
4. **To apply, complete this application on MyUCLA: <https://sa.ucla.edu/funding/fund/client#/>**
5. The Budget Review Committee will go over all applications and send out email invitations to hearings based on the Committee's discretion after the application deadline. If shortlisted, student organizations must sign up for a brief hearing by the listed deadline. Invited student organizations that fail to sign up for and attend a hearing will surrender their USA/BOD funding application.
6. **IMPORTANT:** This proposal is to apply for funding. Once funds are allocated, you may access your funds through Student Government Accounting (located at Kerckhoff Hall 332) by submitting a requisition form. Please seek the advice of your SOLE advisor before committing to any expenditures.
7. Any questions regarding this fund, the funding guidelines, and the application should be emailed to the Budget Review Committee at budgetreview@usac.ucla.edu

In accepting any USA/BOD Programming Funds, the student organization accepts the responsibility to spend the

Distribution of Allocation Funds

allocated money in good faith and in accordance with USAC guiding documents. Please thoroughly read the description of each line item.

| | |
|--------------------------------------|---|
| Advertising/ Graphics* | Funds must be used for any costs associated with the advertising and graphic costs of an event. This line item cannot be used for any promotional attire (tshirts, hats, etc). |
| Facilities/ Equipment Rentals | Funds must be used for the costs of UCLA facilities/ASUCLA equipment rentals. |
| Food* | Funds must be used for food intended for non UCLA guests of your event. (e.g. visiting K-12/transfer students, conference attendees, culture night audience, etc.) |
| Honoraria* | Funds must be used for the negotiated cost of honoraria, guest/keynote speakers, guest performers, guest lecturers, etc. |
| Props/Costumes* | Funds must be used for props/costumes required to run your event. The Budget Review Committee may NOT approve requests for any <u>promotional attire</u> . |
| Supplies | Funds must be used for general office supplies required for the daily operation of your organization. |
| Other | Please directly email the Budget Review Director at budgetreview@usac.ucla.edu for any questions regarding any unlisted line items. |

NOTE: Funds may not be used for: (1) Awards/Gifts, (2) Decorations (3) Electronics, (4) Parking/Traffic Citations, (5) t-shirts/clothes. *Restrictions apply.

Program Information

| |
|--|
| Organization Name |
| Program Title |
| Program Location(s) |
| Program Date(s) |
| Expected number of attendees of event |
| Total cost of event: |
| Term: <input type="checkbox"/> Fall 2024 <input type="checkbox"/> Winter 2025 <input type="checkbox"/> Spring 2025 |
| Name of SOLE Advisor |
| List of any co-sponsoring campus organizations (if applicable) |

Program Representatives

Student Rep #1 _____ Email: _____

Student Rep #2 _____ Email: _____

Student Rep #3 _____ Email: _____

Contact Phone Number of Student Rep #1: _____

This space is intentionally left blank.

Description of Program

Please use the space provided to BRIEFLY answer each question.

Budget Review Committee's Priorities

1) Is your program held on the UCLA campus? ☐ Yes ☐ No

If no, please briefly explain why your event will be off-campus.

2) Is your program free of charge for all UCLA students? ☐ Yes ☐ No

If no, please briefly explain why charging UCLA students is necessary for your program.

3) Is your program cultural/educational in nature? ☐ Yes ☐ No

If no, please briefly explain how your event will benefit the UCLA community.

Questionnaire

4) Please give a brief, but detailed summary of your program.

5) What are your target populations for this program?

6) Why is your organization having this program? What do you hope to accomplish?

7) Please include a detailed breakdown of all the other funds you have/will be applying to for this event, and their respective status. (received payment, pending, etc.) If the program has occurred before, please provide past final cost.

Budget Worksheets

Put N/A for any section that the funding will not be used for

Advertising/Graphics*

| Make a numbered list of expenses for this line item | Costs |
|---|----------|
| <i>Example:</i> 1) 1000 flyers | \$204.03 |
| JUSTIFICATIONS: Briefly describe how you will use the materials or services listed above and why you need them. Explain why the funding you are applying for is essential and your club is unable to obtain resources from other sources. | |

Facilities/Equipment Rentals

| Make a numbered list of expenses for this line item | Costs |
|--|-----------|
| <i>Example:</i> 1) Royce Hall for culture night | \$1174.54 |
| JUSTIFICATIONS: Briefly describe how you will use the materials or services listed above and why you need them. | |

Food*

| Make a numbered list of expenses for this line item | Costs |
|--|---------|
| <i>Example:</i> 1) 20 subway sandwich boxes for high school students | \$84.30 |
| JUSTIFICATIONS: Briefly describe how you will use the materials or services listed above and why you need them. | |

Honoraria*

| Make a numbered list of expenses for this line item | Costs |
|--|-----------|
| <i>Example:</i> 1) James Franco, guest lecture | \$1500.00 |
| JUSTIFICATIONS: Briefly describe how you will use the materials or services listed above and why you need them. | |

Props/costumes*

| Make a numbered list of expenses for this line item | Costs |
|--|---------|
| <i>Example:</i> 1) pink wig and t-shirt to identify program point people | \$56.40 |
| JUSTIFICATIONS: Briefly describe how you will use the materials or services listed above and why you need them. | |

Supplies

| Make a numbered list of expenses for this line item | Costs |
|--|---------|
| <i>Example:</i> 1) 5 large-sized sticky post-its | \$63.40 |
| JUSTIFICATIONS: Briefly describe how you will use the materials or services listed above and why you need them. | |

Other

| Make a numbered list of expenses for this line item | Costs |
|---|---------|
| <i>Example:</i> 1) candles | \$20.12 |
| <p>JUSTIFICATIONS: Briefly describe how you will use the materials or services listed above and why you need them.</p> <p><i>(ex: we are a religious group and need candles for our weekly worship services)</i></p> | |

Budget Breakdown

| Line Item | Amount Requested from USA/BOD (Maximum allocation: 5000) |
|---|---|
| Advertising/Graphics* | |
| Facilities/Equipment Rentals | |
| Food* | |
| Honoraria* | |
| Props/Costumes* | |
| Supplies | |
| Other* | |
| TOTAL AMOUNT REQUESTED FROM USA/BOD: | \$ _____ |

Please attach all supporting documentation to this application in PDF format.

- Supporting documentation should include budget breakdown & estimates/costs that you are requesting only from the USA/BOD Programming Fund.
- A detailed breakdown of all funds you have received/applied for/expecting from all other sources of funding (if the program has occurred before, please provide past final cost)
- If the committee requests further documentation, the organization must submit the additional documentation within 72 hours of the Budget Review Committee's request.

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