



CULTURAL AFFAIRS COMMISSION

Arts Restoring Community (ARC) Initiative Frequently Asked Questions

I am interested in applying to ARC! When is the deadline?

Please submit your application according to these deadlines.

If your program is expected to take place in	Application Deadline	Hearings	Decision Released
Fall Quarter	1st round: 10/16/21 at 11:59 pm Saturday of FALL Week 3	Week 4, Fall quarter	10/24/21 at 11:59 pm Sunday of Fall Week 4
	2nd round: 10/30/21 at 11:59 pm Saturday of FALL Week 5	Week 6, Fall quarter	11/07/21 at 11:59 pm Sunday of Week 6
Winter Quarter	1st round: 11/20/21 at 11:59 pm Saturday of <u>FALL</u> Week 8	Week 9, Fall quarter	12/05/21 at 11:59 pm Sunday of Fall Week 10
	2nd round: 1/22/22 at 11:59 pm Saturday of WINTER Week 3	Week 4, Winter quarter	1/30/22 at 11:59 pm Sunday of Winter Week 4
Spring Quarter	1st round: 2/26/22 at 11:59 pm Saturday of <u>WINTER</u> Week 8	Week 9, Winter quarter	3/06/22 at 11:59 pm Sunday of Winter Week 9
	2nd round: 4/30/22 at 11:59 pm Saturday of SPRING Week 5	Week 6, Spring quarter	5/08/22 at 11:59 pm Sunday of Spring Week 6

I am not sure if my program is eligible for ARC. What should I do?

The purpose of the Arts Restoring Community Initiative is to help alleviate some of the fiscal responsibilities student organizations face when putting on culturally oriented programs. If you are not sure if your program is eligible for our fund, please email cac.arcfund@usac.ucla.edu and we will be happy to answer your questions via email or Zoom appointment to discuss!



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Is ARC funding in-person programming this year?

Yes! The ARC Initiative is expanding funding to once again include in-person events, as well as online/remote programs. We believe in the importance of maintaining flexibility given the hybrid nature of the 2021-22 academic year, as well as continuing to give students access to much-needed funding resources.

I have received my allocation. What is the next step?

Please fill out a requisition (req) form online [here](#). After pressing Submit, a copy of the completed form will be emailed to you. **Please download the form and save digital copies of your allocation letters, original receipts and/or supporting documentation** (e.g. bank statements, invoices, graphics for advertising materials, quotes, etc.). These items must be submitted to ARC **no later than 3 weeks past your event date**, or by Week 9 of the quarter during which the event occurred—whichever is earlier. Failure to comply with any of the deadlines will result in the rescindment of funding.

How do I submit my req form?

Please submit your completed req and supporting documents [here](#).

I just submitted a requisition form. When will I receive my check?

You will be receiving your check from SGA by mail, and it will be delivered to the exact address you provide on the req form. Please be sure that the address you give accurately reflects your current residence. It often takes 3-5 weeks from the date that SGA receives your req in order for them to process your check. Please note that it may take SGA longer to process your request in spring due to the increasing workload. You can check the status of your check [here](#).

What happens if there is an error or mistake on my requisition form?

If there is a problem on your req that requires correction, you will receive an email directly from us or SGA. Therefore, when you fill out the ARC Initiative Application and req, be sure to provide an email address that you **actively check**. It is crucial that all necessary corrections are made in order for your req to be processed so you can receive your funding.

I have submitted my requisition form and have waited 3-5 weeks but have not received the amount, what should I do?

Please check in with us to see if we have received and signed your req. If you have received a confirmation from us that your req has been signed, please email SGA regarding your request at saccount@asucla.ucla.edu.

What is my 21 digit account number?

Please leave this section blank when you submit your req.



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Where do I sign?

Please also leave the signature section blank when you fill out the req.

What is a purchase order?

A purchase order is an agreement that allows the vendor to pay SGA. Please ask your desired vendor if they accept UCLA Purchase Orders first, because SGA is not allowed to set up credit accounts with outside vendors per ASUCLA policies.

What is a reimbursement check?

Please choose this option if you already paid out of pocket and would like to receive reimbursement money AFTER your event has already taken place. A reimbursement check will refund you money that has already been spent on event supplies. Please check what items are covered by funding before purchasing. All reimbursement reqs must be submitted with the original receipts from your purchase.

What is a cash advance check?

Please choose this option if you need funds BEFORE your event is scheduled to take place. Note that if you are applying for a cash advance, you should submit your funding application **at least three weeks** prior to when you need the funds. A cash advance check is a check issued for a specified amount of money that can **only** be used to purchase pre-approved items. Receipts of all purchases must be submitted within two weeks of the day the check is picked up. **Not submitting receipts in time will result in a hold placed on the university records of the payee and the person picking up the check.**

What is a payment of invoice?

A payment of invoice is a direct payment to a vendor. The payee on the req must match the “make checks payable to” name/address on the invoice. Please attach the original invoice you received from the vendor.

What is an honorarium payment?

An honorarium payment is a payment to a performer, speaker, artist or the like who will be attending/performing at your event. The check must be made out to the performer directly. You must attach an IRS Form W-9 and a Performance Agreement, both filled out and signed by the performer themselves.

How do I know what supporting documentation I need to submit?

Refer to [How to Fill Out a Req Form](#) for more information about:



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- **Purpose of payment** - Section 3, detailing what ways your program can be funded (e.g. payment of invoice, purchase orders, honorariums, cash advances, reimbursement checks).
- **Proper supporting documentation** - Pages 16-22, Documents needed for each type of purpose of payment (e.g. scanned receipts, bank statements, invoices, etc.)