



THE CULTURAL AFFAIRS COMMISSION (CAC)

Arts Restoring Community (ARC) Initiative Referendum Fund Overview & Guidelines

CULTURAL AFFAIRS COMMISSION (CAC) BACKGROUND

The Cultural Affairs Commission is one of the fifteen offices in USAC, the Undergraduate Student Association Council. The mission of the Cultural Affairs Commission (CAC) is to put on quality programming with cultural, political, or social relevance that is accessible to all students. The commission is focused on “edutainment” (education + entertainment), arts activism, and student-run programs that ignite dialogue regarding current events, facilitate an exhibition of creativity, and promote cultural opportunities on campus. From Bruin Bash to Hip Hop Explosion to the JazzReggae Festival, our events are some of the most recognized events at UCLA, bringing entertainment to both campus and the greater Los Angeles community, all in a collective effort to promote cultural awareness and dialogue.

THE ARC REFERENDUM

The Arts Restoring Community (ARC) Referendum passed during the 2014 USAC Elections; with the passage of the referendum the Cultural Affairs Commission (CAC) was allocated over \$100,000 to provide for arts and cultural groups, up from just \$15,000 covered by the CAC mini-fund in previous years. Under the previous system, it was reported that student groups applied for up to \$50,000 in funding in spite of the \$15,000 CAC was able to offer. As such, this expanded budget will greatly improve the scope and extent to which CAC will be able to provide for the needs of student groups.

While the function of the fund will remain primarily the same, the Cultural Affairs Commission developed the institutional mechanisms necessary to ensure this new expanded funding pool is managed fairly and equitably. Our newly formulated funding guidelines and policies were designed to address the following:

1) Need for openness and accessibility to all student groups

- All SOLE-registered student groups are welcome to apply as long as their event relates to arts and culture.
- The application is available on the CAC website and under the USAC Programming Funds tab, as well as FAQs to make the application process as smooth as possible.

2) Ensured responsibility and transparency of the allocation of funds

- ARC Initiative Fund Committee positions are available to those outside of CAC. We encourage student leaders of cultural or arts groups to sit on the board. No experience with finance is needed, but it is helpful.





- All funding applications are transparent — results will be released through existing USAC and Student Government Accounting (SGA) expenditure and/or allocation reports. ARCIF and CAC will also make frequent transparency reports throughout the year to share specific details about the Fund’s activities and allocations.
- Using data provided in the written applications, event efficiency is analyzed and utilized in event allocation decisions.
- Hearings serve to clarify any existing ambiguities within the application.

FUNDING GUIDELINES

Funding periods will **occur one (1) time during each quarter for a total of three (3) times during an academic year**. Funding is not provided for any summer events.

Each Student Organizations, Leadership & Engagement (SOLE) registered student group is eligible to apply for funding *once per funding period for up to (\$2000)*. Groups cannot apply twice in a single funding period. Large organizations that house multiple subsidiary organizations will be only considered for one event per funding period. Groups cannot receive funds exceeding \$2000 in one (1) quarter.

WHAT IS FUNDED?

- Facility and venue costs
- Program supplies
- Technology, equipment, software, etc. for producing online content remotely
- Honorarium
- Youth programs, while not the primary focus of ARC, will be handled on a case by case basis
- Cultural, artistic, and activist trainings and teachings
- Given the nature of remote programming, email cac.arcfund@usac.ucla.edu to inquire about items not listed or visit our office hours. Times will be updated every quarter and @culturalaffairs and @artsrestoringcommunity on Instagram.

WHAT IS NOT FUNDED?

- All retroactive events and funding requests.
- Retreats, banquets, events excluded to organization members only
- Food (exceptions may be made depending on the nature of the program)
 - Acceptable: food with cultural significance that is integral to the event (e.g. learning how to make a cultural recipe, catering that is relevant to the cultural theme or topic of the event)
 - NOT acceptable: pizza/drinks for a club banquet, catering that is not tied to artistic, cultural, or activism-related mission
- T-Shirts





FUNDING APPLICATION DEADLINES

Please note that funding **cannot** be allocated on a retroactive basis. In other words, any funding applications submitted for events that have already passed, will not be considered for an allocation.

Quarters	Funding Period	Application Deadline	Hearings*	Decision Released**
Fall Quarter	Fall 2023 Week 6 through Winter 2024 Week 5	DUE: 10/27/2023 at 11:59 pm Friday of Fall 2023 Week 4	Fall Week 5	11/06/23 at 09:00 am Monday of Fall Week 6
Winter Quarter	Winter 2024 Week 6 to Spring 2024 Week 5	DUE: 02/02/24 at 11:59 pm Friday of Winter 2024 Week 4	Winter Week 5	02/12/24 at 09:00 am Monday of Winter Week 6
Spring Quarter	Spring 2024 Week 6 to Spring 2024 Finals Week	DUE: 04/26/24 at 11:59 pm Friday of Spring 2024 Week 4	Spring Week 5	05/06/24 at 09:00 am Monday of Spring Week 6

*Expect to attend a hearing within a week of the application deadline.

**Decisions will be released the Monday after your hearing.

FUNDING WALK-THROUGH

1. Fill out the application on the CAC website and email it to **cac.arcfund@usac.ucla.edu** by the deadline. We will send you an email notifying the application has been received. Please use an email that is actively checked.
2. Once the deadline for the allocation has passed, we will send out another email to give you a time for a **mandatory hearing**. Hearings are scheduled on a first come first serve basis. If you are not able to meet during the given time, please email us ASAP (before the time of your hearing), we will accommodate accordingly.
 1. Please prepare a short opening detailing what your event is and its purpose
 2. It is highly preferable for the head event planner to attend the hearing, but not required





3. If you miss your hearing without notice, your application will be rejected in full
3. If you know in advance that you won't be using the funding, email us to let us know. If we notice that you do not turn in your requisition forms and you fail to notify us of your intent to decline funding, applications from your group might be jeopardized in the future.
4. If funding is approved, you must submit your completed requisition form to <http://bit.ly/ARCReqs23-24>, **no later than 3 weeks past your event date**, or by Week 9 of the quarter during which it occurred, whichever occurs first. **Please attach a screenshot of your allocation letter and proper documentation with your requisition form.**
5. Upon submission of the required forms and documentation, the ARCIF Chairperson and Committee will review and process your requisition and send you next steps, including how to access and track your funding, via email.
6. **Please note all forms of electronic payment (e.g. Venmo, Cashapp, Zelle, PayPal, etc.) will not be accepted and/or reimbursed.**

FINAL NOTE

CAC and ARCIF reserve the right to change its funding policies to accommodate the school year at any time. Major changes to funding eligibility, processes, and core guidelines of the fund will be subject to approval by Undergraduate Students' Association Council (USAC) before they are enforced.

All allocations will be made without regard to viewpoint and shall be based solely upon viewpoint-neutral criteria.

Last updated: Tuesday, October 03, 2023

