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UNDERGRADUATE STUDENTS ASSOCIATION COUNCIL
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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 application are available at https://usac.ucla.edu/funding/programming/.
4. To apply, complete this application and upload it to https://forms.gle/sZGtPhUba3RfGwhVA
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.

Distribution of Allocation Funds

In accepting any USA/BOD Programming Funds, the student organization accepts the responsibility to spend the 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). An approved license vendor from the following link must be used: ***http://legacy.asucla.ucla.edu/licensing/licenseesA.pdf***
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 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 promotional attire.
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 usabudgetreview@gmail.com 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: ☐ Fall 2023 ☐ Winter 2024 ☐ Spring 2024	
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: _____

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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.) Iif the program has occurred before, please provide past final cost.

Budget Worksheets

Advertising/Graphics*

Make a numbered list of expenses for this line item	Costs
Example: *1) 1000 flyers*	*$204.03*
JUSTIFICATIONS: **<u>Briefly</u>** 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
Example: *1) Royce Hall for culture night*	*$1174.54*
JUSTIFICATIONS: **<u>Briefly</u>** 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
Example: *1) 20 subway sandwich boxes for high school students*	*$84.30*
JUSTIFICATIONS: **<u>Briefly</u>** 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
Example: *1) James Franco, guest lecture*	*$1500.00*
JUSTIFICATIONS: **<u>Briefly</u>** 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
Example: *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
Example: *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
Example: *1) candles*	*$20.12*
JUSTIFICATIONS: **Briefly** describe how you will use the materials or services listed above and why you need them. *(ex: we are a religious group and need candles for our weekly worship services)*	

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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