

# Community Service Mini Fund Application

(Revised 2023)

A student community service program is defined as a student program, activity, or service which advocates for, assists, and/or provides direct services for underserved populations by addressing a range of concerns such as education, poverty, food and housing insecurity, mental and physical health, social and racial justice, and more. Under these guidelines, community service includes, but is not limited to, serving communities both within UCLA and outside of it.

Email [csmunifuund@gmail.com](mailto:csmunifuund@gmail.com) with any questions.

## Funding Periods

<i>Fall</i> 2023	<i>Winter</i> 2024	<i>Spring</i> 2024
Deadline for Application: 10/27/23	Deadline for Application: 2/2/24	Deadline for Application: 4/26/24
Hearings: Week 5	Hearings: Week 5	Hearings: Week 5
Funding Term: 11/6/24 - 2/4/24	Funding Term: 2/5/24 - 5/5/24	Funding Term: 5/6/24 - TBD
Requisition Deadline: Week 10	Requisition Deadline: Week 10	Requisition Deadline: Week 10

## INFORMATION

### Information about the Community Service Mini Fund Committee

- The committee is composed of four members, and one committee chair
- All members are appointed by the USAC governing body
- The responsibilities of the committee members include:
  - Review funding applications submitted through MyUCLA
  - Invite eligible applicants to hearings
  - Provide funding based off information provided from the application and hearing

### Information about Hearings

- After the application deadline, a link to sign up for a hearing during week 5 will be sent to the email provided on your application
- Sign ups are on a first-come, first-serve basis
- Hearings consist of a 2 minute introduction about your project and program, a 5 minute Q&A session, and a 2 minute closing statement from your group
- Minimum representatives required to attend your hearing: 1 (no maximum)

### We Generally Fund:

- Supplies necessary for your community service project's programs or ongoing activities
- Food for **service recipients**

- Admissions tickets for **service recipients**
- Partial Transportation
- Max allocation: **\$3500 per group, per quarter**

\*\*The Community Service Mini Fund is meant to be a **supplemental** funding source for your programs. Many other on-campus funding bodies can help with your programming. You may refer to the full list of SOLE-compiled [funding resources](#) and CSC's [Funding Bodies Cheat Sheet](#) for more information.

### **We Do Not Fund**

- Honorariums
- Food for volunteers
- Admission tickets for volunteers
  - For example, if you plan to take your service recipients to a museum, we usually *would* fund their entrance tickets, but usually *would not* fund entrance tickets for your volunteers.
- Gifts for service recipients and volunteers that we deem unnecessary for your service project
  - For example, we generally *would not* fund t-shirts for your organization. However, we *would* fund clothing intended for your homeless service recipients because that clothing is considered integral to your project.

Want Volunteer Apparel + Food?

- Apply to → Contingency Programming Fund

Need Transportation?

- Apply to → CS Transpo & SFS

More guidelines can be found [here](#)

### **Overview of Important Sections from CS Mini Fund Guidelines**

\*\*Note: This is not a comprehensive breakdown of the guidelines.

- Eligible Organizations
  - Must be officially recognized organization by Center for Student Programming
  - The organization must contribute to the elimination of poverty and social problems
  - Any organization seeking Community Service Mini Funds may not receive for funding from the USA Programming Fund for the same program or event
- Allocation Procedures
  - \*\*Please review this section in the document to see the minimum requirements for an application to be considered
  - Applications submitted past the deadline will not be considered
  - The committee will allocate money using the criteria found in Article VI.C.4. (Criteria) of the USA Bylaws.
  - Organizations must meet with SOLE advisor before Application Deadline
- Distribution of Allocated Funds
  - The Maximum Amount of funding is **\$3,500 per hearing**
  - Funding used for Transportation must be done in the least expensive manner possible
  - Groups receiving funding are eligible for a 20% ASUCLA discount
- Evaluations
  - **\*Evaluations will be sent out via a google form from the Community Service Commission. The evaluation must be completed within 2 weeks of the completion of the event, failure to complete this will affect future eligibility for funding\***
  - Funding evaluations occur after the distribution and use of funds

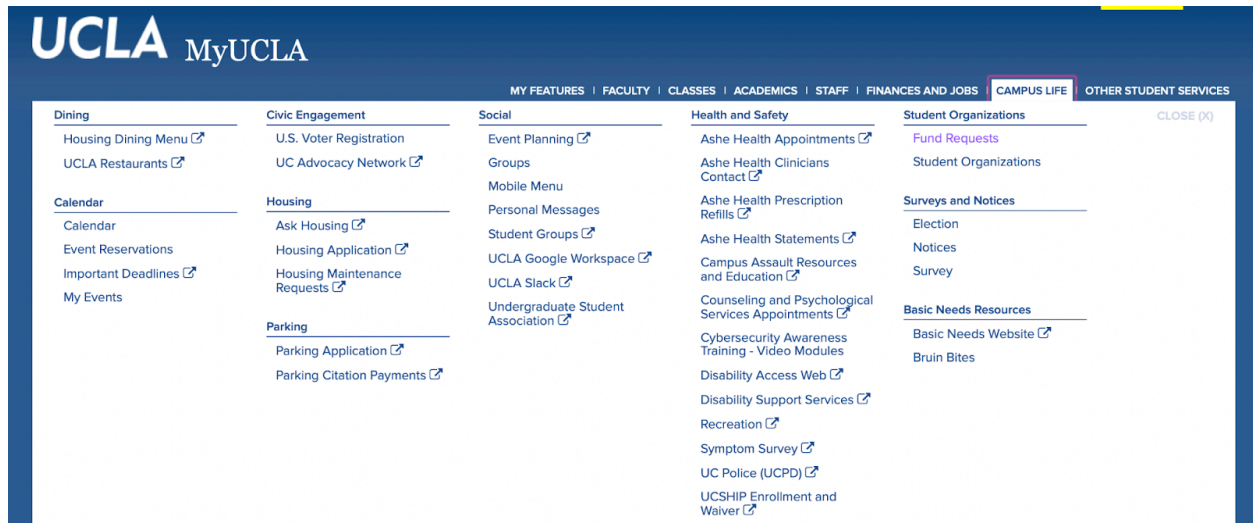
- Evaluations are conducted to determine the effectiveness of the event and ensure that funding was used in accordance with CS Mini Fund guidelines
- Appeals
  - Any organization that feels their application was not treated fairly has the opportunity to submit an appeal to Undergraduate Students Association Council
- Fund Misuse
  - The CS Mini Fund Committee reserves the right to freeze funding, should an organization use funding inappropriately

### Statement of Transparency

This is a statement issued by the CS Mini Fund Committee to act in accordance with the CS Mini Fund guidelines to properly monitor the funds allocated to service organizations and review applications in a fair unbiased manner. Any failure to properly carry out the responsibilities of the committee will result in the potential removal from the committee.

### HOW TO APPLY

MyUCLA → Campus Life → Fund Requests → Press Search and Apply to Funds → Find Community Service Mini Fund and press Apply



## Fund Requests: Track Funds

[Search and Apply to Funds](#)

FOR ADDITIONAL QUESTIONS EMAIL: [csminifund@gmail.com](mailto:csminifund@gmail.com)

