Program Applicants and Advisors:

The Campus Programs Committee (CPC) welcomes your interest as a prospective student programmer and hopes that these guidelines will sufficiently inform you on the preparation of the funding request for your program. Please read through the application thoroughly to understand all policies and guidelines.

CPC membership is comprised of three undergraduate and three graduate representatives, one faculty representative, one administrative representative and two student alternates (one graduate and one undergraduate).

The CPC encourages concise and clearly stated proposals that will enrich the University community. It is the desire of the CPC through the introduction of these guidelines to ensure an equitable and standardized process designed to allow students a fair and equal opportunity to obtain program funding. CPC members will review proposals and conduct mandatory hearings on a first-come first-served basis where applicants can explain and clarify elements of their proposal.

CPC Proposal Submission Process - Please follow the directions below:

1) Read Guidelines included on the first few pages of this application.
2) Complete the proposal on Word.
3) Meet with your advisor to discuss proposal at least two weeks prior to the deadline. Plan to meet with your advisor at least two times before you submit your proposal on the deadline. Your advisor will not approve your proposal if you do not meet with him or her.
4) Once your advisor has approved your final draft, an organization signatory must submit proposal online by logging on to the www.OrgSync.com site and going to the CPC portal. Once in the CPC portal, go to Forms and open Campus Programs Committee Regular Submission Form. You must be a member of OrgSync and the CPC portal in order to access the Form.
5) Complete the online form. You will upload the following as one PDF document:
   a) CPC proposal
   b) Justification Materials (facility estimates, shopping carts, invoices, etc supporting your line item requests)
   c) Sample evaluation sheet
   d) Any additional supporting documents
6) In addition to submitting your proposal through the OrgSync online form, you must also submit one original hard copy of the proposal and the documents listed on section #5 above to the Center for Student Programming office at 105 Kerckhoff Hall.

Hard copy submission to the SOLE and online submission of your proposal must be done by the deadline of Thursday, 4pm (see proposal submission schedule for actual date). Late submissions will not be considered.
PROPOSALS UPLOADED ONLINE THROUGH ORGSYNC WILL ONLY BE ACCEPTED IN PDF FORMAT!!!!!

The hard copy of the proposal for the Campus Programs Committee is submitted at the UCLA Student Organizations, Leadership and Engagement (SOLE) office (formerly known as CSP), 105 Kerckhoff Hall and must be received by 4 PM. Please submit the copy according to the Proposal Submission Schedule outlined in the following page. The Proposal Submission Schedule will be strictly adhered to. The calendar is for the first through tenth week of each quarter only. Finals periods and breaks are not included in the calculation of these time periods. All CPC decisions will be made at least two weeks prior to the first scheduled activity of the program (except for the first round).

Please note:
- All approved funding is contingent upon compliance with university policies.
- Funding is not guaranteed.
- Prior to your proposal submission, two meetings are required with your SOLE advisor for assistance in proposal development and approval of time, place and manner for your program. Please remember to schedule these meetings early because advisors reserve the right not to sign last minute proposals.
- Please consult your SOLE advisor for hearing preparations.
- Due to limited funds, CPC strongly encourages all programmers to seek additional funding sources. A list of additional funding options can be found in the Campus Resource Funding Guide (available online at: http://www.studentactivities.ucla.edu/funding.htm)
- All proposals must be reviewed and signed by the Program Applicant’s assigned SOLE Advisor. In the new online process for submitting CPC proposals, the hardcopy must be signed the SOLE advisor while the online approval by the SOLE advisor will happen through the OrgSync website.
- No addenda/changes to original proposals will be accepted after 4pm on the day of your hearing. There is no guarantee that addenda/changes will be accepted.
- CPC will review only one funding proposal per program. Programs that include multiple events or multiple organizational sponsors should submit only one program funding proposal to CPC. This proposal should include a detailed discussion of the entire program and outline the funding needs for all program events. If organizations submit more than one funding proposal for the same program (as determined by CPC), CPC reserves the right to deny funding for the program.
- Programs funded by CPC must offer free admission to all UCLA students and non-students. Programs requesting for suggested donations from participants or audience members will be considered admission events.
### Campus Programs Committee

**2014-2015**

**Regular Fund & Youth Programming Fund**

Proposal Submission Schedule

| If Your Program is Between These Dates | Proposal Deadline  
* (Submit to SOLE for hearing scheduling) | Approximate Date Decision Released |
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<tr>
<td><em><strong>October 2 - Nov. 10, 2014</strong></em></td>
<td>Oct. 2</td>
<td>Oct. 14</td>
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<tr>
<td>Nov. 11 – Dec. 12, 2014</td>
<td>Oct. 2 (1st round)</td>
<td>Oct. 14</td>
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<td>Oct. 23 (2nd round)</td>
<td>Nov. 3</td>
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<td>Jan. 5 - Feb. 11, 2015</td>
<td>Oct. 23 (1st round)</td>
<td>Nov. 3</td>
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<td>Nov. 20 (2nd round)</td>
<td>Dec. 12</td>
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<td>Jan. 9 (2nd round)</td>
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<td>Mar. 20- April 30, 2015</td>
<td>Jan. 9 (1st round)</td>
<td>Feb. 2</td>
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<td>Feb. 13 (2nd round)</td>
<td>March 13</td>
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<tr>
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<td>March 12 (2nd round)</td>
<td>April 24</td>
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*** If your program occurs before the decision release date, reimbursement for some expenses may not be available. Consult with the SOLE Fiscal staff prior to incurring out of pocket expenses.

**Please note:**
- As indicated above, there are two submission dates per funding period.
- Please be aware, however, that if you should submit a proposal for the earlier date and are not funded, you do not have the option of resubmitting a proposal for the same program for the second date.
- Proposals will not be accepted for the second round if all monies (including any available reserves) are exhausted during the first round.
- Please note the submission process detailed above that includes both an online and hardcopy submission process. Both online and hardcopy submissions are due at 4pm on the deadline date.
Campus Programs Committee

2014-2015

Funding Categories

Regular Fund & Youth Programming Fund:
The CPC has approximately 85% of its funds in the Regular Fund. Programs requesting up to $8,500 of
the CPC's academic year allocation must submit an online proposal on OrgSync and one signed hard copy
of their proposal to SOLE, completed per criteria set forth in these guidelines for access to the Regular
Fund & Youth Programming Fund monies.

Mini-Fund:
The CPC has established a Mini-Fund for complete programs (not for augmentation of a larger program)
requesting up to $1,000. A CPC subcommittee consisting of two to three members meets at least once a
week to review Mini-Fund requests. Normally, a response for requests for funding will be made within a
week. Program applicants should contact the UCLA Student Organizations, Leadership and Engagement
(SOLE) office in 105 Kerckhoff Hall at (310) 825-7041 for information regarding the Mini-Fund
subcommittee's meeting schedule.

Please note that the Mini-Fund policies are in the Policies section of these guidelines.

You may find the Campus Programs Committee funding proposal templates in the OrgSync CPC
portal by clicking the Files link. There you will find a folder that states 2014-2015 CPC Funding
Applications and Guidelines. There must be an online copy of the proposal submitted on OrgSync
as well as a hardcopy submitted to SOLE before the designated deadline.

Statement of Campus Programs Committee Principles

The following principles guide the Campus Programs Committee (CPC) in making its allocation
decisions:

1. To encourage organizations, which have primarily student membership and which address
   students’ needs to demonstrate their interest and/or concerns for the well-being and further
development of our campus community through programs, projects and other events:
   a. Not readily available to the campus community (i.e. if a similar program is offered or has
      been offered this year, identify how your program differs)
   b. Defining the benefits to the UCLA campus community

2. To enhance the quality of campus life through the support of programs offering:
   a. Educational interest and/or
   b. Cultural interest

3. To enhance the quality of student program development, performance, efficiency and outcomes
   so that participants may gain maximum educational benefits derived from program
   administration, as exemplified in:
   a. Program Design
      1. Capability of meeting specific objectives(s)
      2. Potential audience (target population, numbers)
3. Scheduling of events (date and time)
   b. Feasibility of Program
      1. Within the capabilities of the proposing group and with available resources
      2. Appropriateness of facility/location
   c. Evaluation - Indicate how this program addresses suggestions advocated in last year's evaluation report.

4. To encourage new ideas for programming, special consideration will be given to:
   a. Innovative programs
   b. Programs with multi-group and multi-cultural participation in planning, implementation and appeal.

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**Campus Programs Committee Policies**

**Eligibility Policies:**
1. Any organization applying for funding from the CPC must be registered at the time of proposal submission and must remain so for the duration of the projected program's operation and activities.
2. Projects and programs of student governance units (GSA, USAC), and Residence Halls and other university departments are not eligible. However, groups affiliated with the University through GSA and USAC are eligible.
3. Groups affiliated with an academic department or University administrative unit, who do not receive on-going programmatic support, are eligible for funding.
4. GSA publications, and equivalent undergraduate publications, i.e. newsletters are not eligible.
5. On campus programs that identify non-UCLA students under the age of 18 and/or currently enrolled community college students as a target audience (e.g., youth conferences) are eligible for CPC funding. Proposals for youth programming events must include the additional information requested in the proposal guidelines. Organizations interested in holding a youth program during the summer must submit their funding application to CPC for consideration during the final allocation round of the Spring quarter.
6. Yearlong, ongoing community service programs conducted on or off the UCLA campus are not eligible for CPC funding. Such programs should apply to the Community Activities Committee (CAC) for funds.
7. CPC will not fund programs that charge an admission fee to any UCLA student or non-student participant or audience member.
8. CPC will not fund student graduation celebrations.

**Mini-Fund Policies:**
1. An organization may receive funding from the CPC Mini-Fund and the CPC Regular Fund for separate programs.
2. The CPC Mini Fund must be the sole funding source for the program. CPC Mini Fund cannot be used to augment funding for a program requesting funds from other sources.
3. An organization may receive Mini-Fund support up to $1,000.00 per quarter during the academic year, except in the case of organizations directly affiliated with departments using the semester system. Such organizations may be funded twice in one out of the two semesters, and total of no more than three times per year. The program must take place within the quarter the allocation has been given.
4. Organizations or groups eligible for the Regular Fund are eligible for the Mini-Fund. Please review the eligibility policies for definitions.

**Budget Policies:**
1. Funded programs must contact the SOLE fiscal staff to access their funds prior to committing their CPC allocation.
2. Stipends are not funded by the CPC.
3. To give program proponents some flexibility after a program has been approved, up to 10% of the total approved budget, may be transferred to other funded line items. The SOLE fiscal section will authorize these budget transfers upon receipt of a written request by the project director.
4. Any changes to the allocation require the Committee's approval prior to committing the money. It is recommended that written requests submitted prior to the event.
5. Program changes (subsequent to initial funding) - when program changes occur specifically, but not exclusively, in the categories of Honoraria/Performance and Facilities, the programmer is required to secure the signature of his/her SOLE Advisor indicating that, subsequent to the change, the program would still be in compliance with all pertinent University rules and regulations. This signature must be the same as the one appearing on the original proposal and must be obtained prior to the submission of the intended program change to the CPC.
6. Programs may cover multiple dates within the funding period.
7. All eligible organizations receiving an allocation from the Regular Fund are eligible to seek funding more than once during an academic year. The total allocation from the Program Activities Board (Community Activities Committee and Campus Programs Committee) for all programs of any one organization is not to exceed $15,500 per academic year from the CAC and CPC Regular Funds. Please note, an important consideration in planning additional requests is that a lower priority will be given to these requests due to the limited amount of resources available and to CPC's responsibility to ensure an adequate opportunity for funding to the broad spectrum of the potential student programming community.
8. Applicants may request a maximum cost in advertising equivalent to a current full page Daily Bruin ad for each day of the event. Requests for support for all advertising will be considered on their merit (i.e. flyers, newsmagazines, advertisements, posters, and Daily Bruin advertising). NOTE: This figure to be adjusted by CPC to reflect current cost of full page ad - please check with your advisor. Programmers are strongly encouraged to consider advertising in UCLA news magazines.
9. The allocation by CPC to the accommodation costs for any individual should not exceed the costs of being housed at the University Guest House, or the University rate at the Westwood Doubletree, if University Guest House is not available.
10. **Groups must utilize UC Travel Center for air travel arrangements. Please contact UTC at 310/206-2639.**
11. Written estimates provided by vendors for all budget line items (except for Daily Bruin advertising) must be attached to the proposal.
12. Student groups funded by the CPC must ensure that every student driver go through a Fleet Services Driver Safety and Vehicle Orientation presentation and have complied with all SOLE/Fleet Services/Student Risk Education Committee requirements. Only volunteers who are UCLA students are eligible to be drivers of university vehicles. In addition, the PAB strongly recommends that all volunteers working directly with minors receive Youth Safety Training and are livescanned through the UCPD. Please speak with your SOLE advisor for further information regarding these requirements and recommendations.

**Items that the Campus Programs Committee does NOT fund:**

- Postage
- Parking
- Giveaways
- T-shirts
- Per Diem
- Decorations
- Office Supplies
- Video production needs
- Photography/Developing costs
- Banners
University Policies

The CPC recognizes its responsibility to comply with all University Rules and Regulations. The following University Business policies and procedures pertinent to student programs and activities must be adhered to when spending money allocated by the CPC:

1. UC employees, students, and staff are ineligible for funding/honoraria of any kind.
2. Funds may not be used to purchase alcoholic beverages.
3. Vehicles must be rented from the UCLA Fleet Service. If sponsoring organizations are eligible, vehicles may also be rented from the Community Service Commission or the Community Programs office.
4. For youth programs, rental vans and other university vehicles used to transport youth and/or community college students can only be driven by students who have gone through driver safety training and vehicle orientation sessions and have complied with all SOLE/Fleet Services/Student Risk Education Committee requirements.
5. University funds should be processed as direct payments to approved vendors. Reimbursements must have pre approval from a Fiscal Advisor, and are not allowed for the following line items: Printing, Office Supplies, Postage, Gasoline, Third Party Travel or Payments to Service Providers (Honoraria).
6. You may not commit University funds prior to obtaining an authorized purchasing document from the SOLE office.

All other University policies (i.e., UCLA Activity Guidelines, UC Business Finance Bulletins) must also be adhered to. Applicable policies will be reviewed during your consultation with the SOLE staff.

Role of the UCLA Student Organizations, Leadership and Engagement (SOLE) Office

CPC requires two (2) mandatory meetings with the UCLA Student Organizations, Leadership and Engagement (SOLE) Program Advisor at least two (2) weeks prior to the proposal submission date. The following assistance will be provided upon request:
1. Professional advice and counsel in the development of a proposal.
2. Interpretation of University Rules and Regulations.
3. Assistance in identifying accurate cost estimates for University and off-campus services.
4. Information on other campus funding sources.
5. Consultation on hearing preparations

Remember, your CPC advisor must have approved the version of the proposal that you will upload in the CPC portal of OrgSync. If you do not meet with your advisor to discuss your program and proposal and your advisor does not approve the version you have uploaded, your proposal WILL NOT be accepted and your hard copy of the original proposal may not be signed.

The SOLE staff also provides the following services:
1. Information on CPC hearing dates, meeting times, locations and agendas.
2. Accepts proposals submitted to the CPC.
3. Establishes an account for programs approved for funding.
4. Makes available information on other funding sources and assistance with off-campus fundraising.
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<th>Program Title</th>
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<tr>
<td>Programming Organization</td>
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<td>Funds Requested of CPC</td>
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<td>Total Program Costs</td>
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<td>Program Dates</td>
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<td>Program Facilities</td>
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<td>Program Representative</td>
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<td>SOLE Advisor</td>
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Please include, in order, the following sections of the proposal, typed and in the attached format:

- Cover Page
- Open-Answer Section
- Short-Answer Section
- Budget Worksheet
- Budget Narrative
- Sample Evaluations Form

Attachments:
- Advertising Estimate(s)
- Travel/Accommodations Estimate(s)
- Facilities/Equipment Estimate(s)
- Printing Estimate(s)
- Supplies Estimate(s)
- Transportation estimate(s)
- Food estimate(s)

Note: Incomplete proposals will affect amount funded. Current written estimates are required from prospective vendors for consideration for funding. Online submission will require uploading of full proposal with all estimates included in one document.

SOLE Advisor
_____________  __________________
Signature                                             Date

Program Director, please read the following statement and sign below:
“I have read the Campus Programs Committee’s Program Guidelines and understand fully the guidelines, policies, procedures, and regulations contained in the Program Guidelines. By signing below, I confirm that this program is eligible for CPC funding and I agree to abide by the Program Guidelines.”

Program Applicant
_____________  __________________
Signature                                             Date

NOTE: The original hard copy submission MUST include all original signatures. The online submission of the proposal which will be done by an organization signatory on OrgSync will ONLY require an electronic signature from the signatory and online approval of the SOLE advisor.
ACCESSING YOUR ALLOCATION INFORMATION

All allocation information will be made available in the CPC portal in OrgSync. Deadlines, reminders, and other correspondence pertaining to the CPC will be done through this website as well. Thus, it is important that those individuals in your organization who must have access to this information register in OrgSync by going to www.OrgSync.com.

Please list below all the student project directors/staff who you would like to have access to allocation information. You must provide their OrgSync e-mail address log-on in order for them to gain access to the CPC OrgSync portal and your organization’s allocation information once it is available in the early fall. The CPC portal will be cleared of all members from last year so please include yourself and other project staff who should be given access in the list below even if you had joined the CPC portal in the past academic year.

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<tr>
<th>Name of Student</th>
<th>Position in Organization/Project</th>
<th>OrgSync E-mail Address</th>
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MEETING WITH JANIS GUZMAN

All organizations receiving allocations from CPC **MUST** meet with fiscal advisor Janis Guzman before you begin using your CPC funds. Janis can be reached at jguzman@saonet.ucla.edu.
Open Answer Section

The narrative for this section **should not exceed three pages**. Please type your short answers directly below the questions.

1. **Briefly** describe the history and purpose of the organization requesting funding for this event

2. **Briefly** describe the program. Include an outline of the program format (include days, times, locations, activities, events, etc).

3. **Briefly** outline the goals and objectives for this program

4. **Briefly** describe the need for a program of this type on the UCLA campus.

5. How is this program specifically educational and/or cultural?

6. How is this program unique?

7. Describe the evaluation process that will be used to evaluate the event from the perspectives of organizers, performers/speakers, and attendees. Please include a sample evaluation form for this proposed program. If possible, attach an evaluation form from previous years.

8. Please describe any other funding options you have explored. Include the name of funder (i.e. BOD, Contingency) or sponsor is, the amount you have requested, the line item the money will be applied to, and whether the money has been confirmed.
Short Answer Section
Please type your short answers directly below the questions.

1. Where will the program be held?

2. How many people does the venue hold?

3. How many people do you expect to attend?

4. Approximately what percent of attendees do you expect from UCLA?

5. How many UCLA students are involved in the planning and implementation of this program?

6. Briefly describe the audience your program is designed to attract and how it will benefit that audience?

7. Was a program similar to this offered last year?

8. If yes, where was the program held?

9. How many people attended?

10. Approximately what percent of people attending were from UCLA?

11. Briefly describe how the program is different this year. (If this event was offered last, include a discussion of how evaluations from the previous program were used to inform the current event)?

12. Has your organization received funding for any programs from the CAC or CPC this year? (Excluding CPC and CAC Minifund allocations)

   If yes, what was the program title?

   How much money did you receive?
13. Did the funding come from CAC or CPC?

14. If your program was held in last year, please indicate the amount and source of other funding received (outside of CPC).

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<thead>
<tr>
<th>Funding Source</th>
<th>Amount Allocated</th>
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15. Is your facility eligible for the ASUCLA Student Union Event Fund (waiver pool) to offset the cost? If so, have you applied and how much will it be offset by?

16. Is your program co-sponsored by ORL or any other campus organizations? If yes, what is the nature of your co-sponsorship (i.e. what role do the co-sponsoring groups play in the planning and promotion of your event)?

17. If you are requesting money for an honorarium, describe how the honorarium was established. Was it requested by the performer, offered to the performer by the organization, negotiated from standard fee, or determined in some other way?

18. Is your program charging admission to UCLA students?

19. Is your program charging non-UCLA students (i.e. staff, faculty, community members)? If so, how much will your organization charge these non-UCLA students? How many do you anticipate will be attending your event?
Youth Program Overview

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<tbody>
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<td>Total # years program has been in existence</td>
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<td>Total # of UCLA volunteers</td>
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<tr>
<td>Total # of program participants</td>
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<tr>
<td>Total # of UCLA student participants</td>
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<td></td>
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<tr>
<td>Total # of youth participants</td>
<td></td>
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<tr>
<td>Community partners</td>
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<td>Please list key program partners (e.g., names of schools, nonprofit groups)</td>
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<tr>
<td>UCLA partners</td>
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<tr>
<td>Please list key program partners (e.g., student groups, professional organizations)</td>
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*** IF YOUR PROGRAM'S TARGET AUDIENCE INCLUDES NON-UCLA STUDENT UNDER THE AGE OF 18 AND/OR CURRENTLY ENROLLED COMMUNITY COLLEGE STUDENTS, YOU MUST COMPLETE THIS FORM***
Budget Worksheet

On the following worksheet, please include, for each budget line item, the amount requested of CPC, the amount requested from other sources, and the total cost. For the line items requested from CPC, please prioritize each line item, with “1” being your highest priority line item. Leave the CPC allocation column empty. Please indicate the total amount requested from CPC, the total amount requested from other sources, and the total cost of the program in the last row. Please note that CPC only funds food and transportation costs associated with youth programming events (e.g., youth conferences) held on the UCLA campus. Please use the line items provided below and do not come up with your own line items. Double check your numbers so that the totals are consistent throughout the budget and budget narrative section.

<table>
<thead>
<tr>
<th>Budget Line Item</th>
<th>Priority</th>
<th>Total Program Cost</th>
<th>Amt Requested from Other Sources</th>
<th>Amount Requested from CPC</th>
<th>Amount Allocated (leave blank)</th>
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<td>Advertising (including flyers)</td>
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<td>Equipment</td>
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<td>Facilities</td>
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<td>Printing (not including flyers)</td>
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<td>Supplies</td>
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<td>Travel &amp; Accommodations</td>
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<td>Food (Youth Programs Only)</td>
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<td>Transportation (Youth Programs Only)</td>
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<td>Other</td>
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<td>Total Cost</td>
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The CPC will no longer fund insurance, risk education and risk management costs. Please speak with your SOLE advisor regarding the Student Risk Education Committee’s (SREC) PLEDGE fund which specifically funds these costs.

Budget Narrative
For each line item, include the total amount required, the amount requested from the CPC, a detailed narrative to why the items are needed for the program, and a detailed list of the expenses that make up the total amount requested. Please attach written estimates for all items as well as the appropriate tax. In cases where you are unable to secure written documentation, please include an explanation for why you were unable to do so (examples where this might be the case include foreign vendors or small local shops that do not accept purchase orders). Double check your numbers so that these totals are consistent with those on the budget worksheet.

**Advertising**

Include all costs and estimates related to promoting your program. Photocopying of flyers must be included in this section. For publications, include the date(s) the ad will run and the size and cost of each ad. For flyers, include cost of printing flyers, the number to be printed, and the distribution plan. Please attach written estimates provided by the vendor for all advertising expenditures except UCLA media publications (e.g., Daily Bruin, Outwrite, Pac Ties). Applicants may request a maximum cost in advertising equivalent to a current full page Daily Bruin ad for each day of the event.

CPC policy states that advertising will not be funded retroactively. Your program will not be able to receive funding for any ads whose deadlines are prior to the day you receive your funding allocation results. NO EXCEPTIONS WILL BE GRANTED!

All advertising must adhere to the CPC’s Advertising Policy: Groups receiving CPC funding for any program budget line item must recognize the CPC on all program advertising. Recognition must state:

“Funded by Campus Programs Committee of the Program Activities Board”

This recognition must be spelled out in full with no abbreviations.

Detail list of all expenses required for program:

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Advertising Item</th>
<th>Cost Per Page</th>
<th>Quantity (# of pages)</th>
<th>Date of Ad</th>
<th>Total (including tax)</th>
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</table>

Total Cost

Narrative:

Amount required for program:
Amount requested of CPC:

**Equipment**

Include a description of all equipment required, the costs involved, the supplier for each piece of equipment, and attach estimates provided by equipment vendor.

Detail list of all expenses required for program:
Narrative:

Amount required for program:
Amount requested of CPC:

Facilities
A written facility cost estimate from the appropriate campus facility must be included as an attachment.
Amount required for program:
Amount requested of CPC:

Honoraria
Briefly state who your speakers and/or performers are and why they were selected for this program. Please indicate whether or not recipients will use honoraria to support their own travel and lodging. We are unable to award honoraria for any University of California faculty, staff, or students.

The following information will be required if funding is granted in order to process all honorarium checks:

- Social Security Number or Tax ID Number
- UC Employee Status
- CA Resident Status
- Home Address

In the case of a performance, a contract will be required that, once completed, takes approximately 3-4 weeks to process. You must contact the office of international students and scholars (Bradley International Center, room 106; extension 5-1681) if your guest is not a citizen of the USA and does not have a permanent resident status in the US. This will enable you to assist your guest in obtaining the proper visa to enter the US and be eligible to receive the honorarium for participating in your program. Please include any attachments confirming the honorarium on the date and time specified (email, contract, letter).

Detail list of all expenses required for program:
<table>
<thead>
<tr>
<th>Name of Honoraria</th>
<th>Need for Honoraria</th>
<th>Cost</th>
<th>Total</th>
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**Total Cost**

Honoraria Narrative:

Amount required for program:
Amount requested of CPC:

**Printing**

**Do not include costs of printing flyers for advertising in this section.** Photocopy costs for flyers should be included in advertising costs. Include costs of other printing needs, including programs and evaluations. Please attach estimates provided by printing vendor(s).

Detail list of all expenses required for program:

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Printing Item</th>
<th>Cost Per Page</th>
<th>Quantity (# of pages)</th>
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</table>

**Total Cost**

Printing Narrative:

Amount required for program:
Amount requested of CPC:

**Supplies**
List supplies needed and costs. Include a detailed line item breakdown, with an estimate provided by the supply vendor(s). For film, list the names of films selected, a short description of each film, the cost of each film, the name of the film company or distributor, and the date, time, and place of each showing.

Detail list of all expenses required for program:

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Item</th>
<th>Cost Per Item</th>
<th>Quantity</th>
<th>Total (including tax)</th>
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</table>

Narrative:

Amount required for program:
Amount requested of CPC:

**Travel and Accommodations**
List the guests for whom you are requesting travel and accommodation funds, where they are traveling from, dates they will be traveling, method of travel, transportation costs, where they will stay, inclusive dates of accommodations, and the cost of the accommodations. Please attach an original written estimate from UCLA Travel.

**Note: Transportation for youth program attendees should be included in the transportation budget line item.**

Detail list of all expenses required for program:

<table>
<thead>
<tr>
<th>Name of Guest</th>
<th>Travel Item</th>
<th>Cost Per Item</th>
<th>Quantity (# of days)</th>
<th>Total (including tax)</th>
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Travel Narrative:
**Other**
For items that do not fit in any of the above line items, list specific items and costs, and attach estimates provided by the vendor(s).

Detail list of all expenses required for program:

<table>
<thead>
<tr>
<th>Item</th>
<th>Need for Item</th>
<th>Cost Per Item</th>
<th>Quantity</th>
<th>Total (including tax)</th>
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</table>

**Total Cost**

Other Narrative:

Amount required for program:
Amount requested of CPC:

*** IF YOUR PROGRAM’S TARGET AUDIENCE INCLUDES NON-UCLA STUDENT UNDER THE AGE OF 18 AND/OR CURRENTLY ENROLLED COMMUNITY COLLEGE STUDENTS, YOU ARE ELIGIBLE TO REQUEST FUNDING FOR FOOD AND TRANSPORTION COSTS ****

**FOOD**

CPC provides funding for food served at youth programs that last over 5 hours. Funding is only for food that is provided to program participants. CPC funds cannot be used to purchase food exclusively for consumption by program volunteers. Please attach a written estimate from the food vendor for all food costs.

Detail list of all expenses required for program:

<table>
<thead>
<tr>
<th>Food supplier</th>
<th>Description</th>
<th># Served</th>
<th>Date &amp; Time</th>
<th>Total (including tax)</th>
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</table>

**Total Cost**

Food Narrative:

Amount required for program:
Amount requested of CPC:
TRANSPORTATION
CPC provides funding to cover the costs associated with transporting community youth and enrolled community college students to the UCLA campus for the proposed program. Please carefully consult bus companies posted guidelines regarding number of students per seat (for example, three children to a seat is only appropriate if the children are under five years of age). Include enough busses in your request so that all students may be transported safely. CPC transportation use is restricted to the written estimates of vehicle rental, mileage, time, destination, and purposes as stated in the proposal. Current rates are available in the SOLE Office. CPC will only reimburse for mileage used in travel. Any other uses, related or unrelated to the program, are not permitted. UC faculty, staff or students cannot be reimbursed for transportation. Attach written estimates from the vendor for all transportation costs.

Detail list of all expenses required for program:

<table>
<thead>
<tr>
<th>Transportation Category</th>
<th>Description</th>
<th>Date &amp; Time</th>
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**Total Cost**

Transportation Narrative:

Amount required for program:
Amount requested of CPC: