I About
   A) Undergraduate Students Association Council
      1) “USAC” is an acronym for the Undergraduate Students Association; the governing body of the Undergraduate Students Association (USA) membership is comprised of every UCLA undergraduate student.
   B) External Vice President’s Office
      1) The External Vice President is the elected student body officer charged with representing undergraduate students to all off-campus entities that affect student life at UCLA and engaging the student body on issues external to the campus community. These decision-making bodies include the UC Regents, the UC Office of the President (UCOP), the California State Legislature, the California Governor, the U.S. Congress, and the City of Los Angeles.
   C) Travel & Advocacy Grant Board
      1) The Travel & Advocacy Grant Board is chosen by the External Vice President each year. The Travel & Advocacy Grant Board is the governing body of the Travel & Advocacy Grant, deciding the allocations of each applicant and overseeing the process of application for the Travel & Advocacy Grant.
   D) Travel & Advocacy Grant
      1) The purpose of the Travel & Advocacy Grant is to provide UCLA undergraduate students and student groups the opportunity to apply for funding to support programs and events that raise awareness about issues and topics that promote awareness and dialogue about social justice issues on campus and help students develop a sense of passion and empowerment.
      2) Established in 2002 (Travel Grant) and 2009 (Advocacy Grant), this now-joint grant is provided through USAC to fund student groups in attending and hosting creative and innovative programs, including workshops, conferences, events, and more.
      3) The Travel & Advocacy Grant Board reserves the right to alter the requirements of application at any time, provided notice to all recipients.
      4) Each application will be considered for a maximum of five hundred dollars ($500).
      5) The Travel Grant Application is available online at: http://students.asucla.ucla.edu/funding/misc.php
II Eligibility
   A) Applicant
      1) Must be a UCLA Undergraduate Student enrolled in at least eight (8) quarter units.
      2) Must have a supporting student group. A student group is a Registered Student Group with three (3) signatories and an anti-discrimination form on file with the office of Student Organizations, Leadership & Engagement (SOLE).
   B) Conference, Events, and Programs Eligibility
1) Must relate to identity, advocacy, state/local/national/international issues, academic research, or a student group’s core mission statement as stated in the group’s bylaws or constitution.
   (i) Grant may only fund transportation, accommodations, & registration fees.
   (ii) Conference must have taken place and ended on or before June 1, 2015.
2) Program must take place and have ended on or before Monday of Week 10 of Spring Quarter. All requisition forms must be submitted by Friday of Week 10 of Spring Quarter.

C) Funding Eligibility & Rules
1) Funding may not be used to fund meals or other extraneous expenditures.
2) Funding may be forfeited if application requirements are incomplete.
3) Funding for UCLA programs must occur on the main UCLA campus.
4) Funding cannot be used for non-UCLA students.
5) Funding cannot be used retroactively.
6) Registration costs may not be used to fund membership fees.
7) All items applied for require a quote or proof of payment and are considered on a case-by-case basis.
8) Funding can be used to fund cost associated with facilities, publicity/advertising, supplies, and expenses essential to the success of the initiative.

D) Funding Line Items: Each application will be considered for a maximum of five hundred dollars ($500).
1) Registration
   (i) Registration costs are paid for student organizations for conferences, training or any other type of event that requires a registration cost.
   (ii) Registration costs may not be funded if they include membership fees.
   (iii) Information required by the committee is as follows: conference itinerary, outline, or printout defining the registration prices; and contact information of who the registration is paid to.
2) Transportation
   (i) Costs cover airfare, vehicle rental, bus, cab fee and personal vehicles.
   (ii) Airfare may be utilized if the intended destination requires so. First class airfare is prohibited. All groups wishing to use airfare must submit prices or quotes.
   (iii) In order to be considered for personal vehicle, the applying organization must submit documentation listing mileage printouts to and from the intended travel. A quote from the vendor will also suffice.
   (iv) Costs including cab fare, tolls and commuter buses may be applied for as reimbursable expenses under transportation.
3) Lodging
   (i) Lodging is to cover accommodations that are necessary for the organization to use during their travel.
   (ii) Costs will cover hotels, motels, centers, suites or any other contracted overnight stay.
   (iii) In order to be considered for lodging expenses, the organization is required to submit official documentation from the vendor or company, a
list or rooms, the number of students per room, and the dates (start and end date) or required lodging. A quote will also suffice.

4) Other
   (i) Services that will be incurred during the travel can be applied for as well. Services include luggage fees, parking fees, etc.
   (ii) Each item applied for under this line item requires a quote and will be approved on a case-by-case basis by the committee.

III Application Requirements
   A) Basic Requirements
      1) It is required that the Travel & Advocacy Grant Application is submitted via e-mail (ucla.evp.grant@gmail.com) by 5:00 P.M. on Friday no later than three (3) weeks prior to the program.
      2) All organizations must submit supporting documentation with their application where appropriate, including, but not limited to: hotel booking, travel quotes, itinerary, agenda, breakdown of co-sponsorships, etc.
      3) Any supporting documentation requested by the Travel & Advocacy Board must be submitted prior to the program date. Failure to do so may result in penalized funds, including, and up to full forfeiture of allocated funds.
         (i) An extension may be given for submitting supporting documentation as determined by the Travel & Advocacy Board Chair
         (ii) Extensions must be requested by e-mail at least twenty-four (24) hours before program date.
      4) Applications are received on a rolling basis and are considered in the order of application.
   B) Off-Campus Programs
      1) Travel costs must be verified by a quote or supporting documentation prior to program date. Failure to do so may result in penalized funds, including, and up to full forfeiture of allocated funds.
   C) On-Campus Programs
      1) On-campus programs must be collaboratively planned with an external organization to qualify for funding
         (i) Students must demonstrate that the external entity has a history and commitment to the issue, problem, concern, for which they are jointly advocating for
         (ii) External entities can include but are not limited to: community organization, non-profits, UCLA academic departments & research centers, volunteer organizations, etc.
         (iii) Businesses and for-profit organization are permissible as external entities BUT their collaboration CANNOT be for commercial, marketing, advertising, or sponsorship purposes

IV Evaluation
   A) Scoring
      1) All applications will be scored based on the application.
         (i) The submitted application will constitute 90% of the total score.
         (ii) The remaining 10% is dependent upon timely receipt of the application and requested materials.
2) The total score (of 100) will constitute a percentage of the maximum possible funds to be awarded to the group.

B) Application Tiers

1) In order to provide funds to as many groups as possible, a maximum of $1500 can be allocated to a student group in each academic year.

2) Groups are encouraged to apply multiple times to this fund, but funding is not guaranteed for repeated group applications.

3) Each application will be considered for a maximum of five hundred dollars ($500).
   (i) Each repeated application by the same group would result in a maximum amount less 20% not to go below a maximum amount of one hundred dollars ($100).

C) Application (90%)

1) All applications will be reviewed by the Travel & Advocacy Board and will be reviewed for many aspects, including, but not limited to: quality of response, completeness of application, intentionality of program, etc.

V Awarding & Payment

A) Awarding

1) Following the application review, the Travel & Advocacy Grant Board will e-mail the allocated amount and instructions on reimbursement.

B) Payment

1) Requisition forms for reimbursement must be submitted to the manila folder next to the EVP Office (Kerckhoff 300C) within one (1) week after the program end date. Failure to do so may result in the forfeiture of funds.
   (i) An extension may be given for submitting a requisition form as determined by the Travel & Advocacy Board Chair.
   (ii) Extensions must be requested by e-mail at least twenty-four (24) hours before program date.

2) Completing Reimbursements
   (i) Obtain a General Requisition Form from the Student Government Accounting (SGA) Office in Kerckhoff Hall 332.
   (ii) Complete Box 10 with the specific information of what is needed to be reimbursed with the price in Box 11 and the total amount in Box 12.
   (iii) Write in the amount allocated to the right of the account number.
   (iv) Complete all other parts of the General Requisition Form as require (please go to the following website at http://www.usac.ucla.edu/funding/sga/req.pdf for more information) along with any supporting documentation.
   (v) Turn in your application with a Post-It note on the General Requisition Form specifying that a signature is needed for the Travel & Advocacy Grant into the EVP Office mailbox at Kerckhoff Hall 300C.
Checklist of Required Application Materials

☐ Travel Grant Application (1 electronic copy)
☐ Direct documentation of price quotes explicitly showing the price of what is to be funded (costs to be funded must be highlighted)
☐ Agenda and information for conference or event
☐ List of attendees (who must be part-time students enrolled in at least 8 quarter units or full-time students)
☐ Other funding sources used

Questions and concerns should be directed to Justine Pascual, the EVP Travel & Advocacy Grant Chair, at ucla.evp.grant@gmail.com.
Office Hours: Thursdays 12:00 P.M. – 1:00 P.M. or by appointment

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