Combined Application for Programmatic Support from Student Affairs

Your single application will be considered for all of the following funds for which your program/event qualifies:

✓ Associate Vice Chancellor’s Student Activities Fund
✓ Student Cultural & Diversity Programming Fund

A limited amount of funding is available to assist registered campus organizations and official student governments in offsetting a portion of the costs of their student-initiated, student-managed programs.

Funding is provided for specific programs/projects only; it is not provided to an organization as a general allocation. An organization that puts on multiple programs may submit an application for each of its programs. Funding is allocated to eligible programs on a first come, first served basis as applications are received. Criteria for funding are content-neutral.

Organizations are strongly encouraged to submit applications early in their planning process. A complete application must be received in the office of Student & Campus Life (1104 Murphy) not later than two weeks prior to the event or the application may not be considered for funding. Applicants will be notified of funding allocations by e-mail.

To be considered, your application must include a completed Combined Application for Programmatic Support (this form) as well as estimates/invoices to substantiate your budget. It must include the complete budget for your program/event—not just the portion for which you seek funding—and reflect all other funding which you have been allocated and/or for which you have pending applications. Applications submitted without the signature of the organization’s advisor will not be considered.

Guidelines and Restrictions

Eligibility: Only registered campus organizations (RCO’s) or official student governments (USAC/GSA) may receive allocations from these funds.

Criteria: To be eligible for funding, a program must:

✧ Present a balanced educational perspective;
✧ Demonstrate clear goals and thorough planning; and
✧ Adhere to University policies, campus regulations, and established procedures.
✧ A significant number of UCLA students must be involved in planning and/or participating in the program; and
✧ Participation must be open to any interested UCLA student, without an admission fee.

No funding will be provided if alcohol is served at the program.

In addition, to be eligible for funding from the Student Cultural & Diversity Programming Fund or the Associate Vice Chancellor’s Student Activities Fund, a program must:

✧ Be held on campus;
✧ Provide a direct benefit to the UCLA community; and
✧ At least 70% of the audience/participants should be UCLA community members (i.e., students, faculty, staff, or other active BruinCard holders).
**Maximum Award:**

The maximum award from the **Student Cultural & Diversity Programming Fund** is $2,500 for any individual program. Funds will be allocated from this fund to offset the first $2,500 of on-campus facility rental costs not covered by other funding sources (e.g., Waiver pool, PAB, etc.).

The maximum award from the **Associate Vice Chancellor's Student Activities Fund** is 50% of the total cost of any individual program. Individual allocations are based on the total cost of the program, other funding received, and the number of students served by your program. Priority is given to on-campus programs that reach the most students.

Funds will typically be awarded to assist with the costs of disposable supplies, *Daily Bruin* or other on-campus advertising expenses, and food service that is essential to the program. (NOTE: funding for food will be limited to those participants that are members of the UCLA community.)

Funds will typically not be awarded for off-campus programs, programs designed to raise funds for non-profit agencies or charities, career fairs, parties or socials, or organizational retreats.

Funds will not be awarded for purchase or repair of equipment; honoraria, performance fees, or travel expenses for performers/speakers; decorations, flowers, or gifts to program participants; or food for the general public/invited non-UCLA guests.
# Application for Programmatic Support from Student Affairs

Your application will be considered for any of the following funds for which your program/event qualifies:

- [x] Associate Vice Chancellor’s Student Activities Fund
- [x] Student Cultural & Diversity Programming Fund

## Name of student organization: ________________________________

Check one:
- [ ] Registered Campus Organization
- [ ] USAC
- [ ] GSA

Organization’s contact person:

(Student will receive notification of funding decisions by e-mail; **must be a signatory for the group**)

Student Name: ________________________________

Student E-Mail Address: ________________________________

## Name of organization’s advisor: ________________________________

Advisor’s campus phone #: ________________________________

Advisor’s E-mail Address: ________________________________

Advisor’s signature: ________________________________

## Program/Project Name: ________________________________

Date & Time: ________________________________

Location/Facility: ________________________________

Are there any admission fees for this program?  
- [ ] No  
- [ ] Yes

If yes, are fees waived for UCLA Students with BruinCards?  
- [ ] No  
- [ ] Yes

Will alcoholic beverages be served at this program?  
- [ ] No  
- [ ] Yes

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**For S&CL Use Only**

Received: ________________________________  
Action:  
- [ ] Risk: ________________________________  
- [ ] C&D: ________________________________  
- [ ] AVC: ________________________________

By: ________________________________  
Applicant Notified:  
By: ________________________________
1. Participants & Expected Audience:

- UCLA Students
  Estimated #:  
  Type of Participation:

- UCLA Faculty/Staff
  Expected #:  
  Description:

- Others
  Expected #:  
  Description:

2. Description of proposed program/project:

3. What are the risks associated with this program/project? What steps have been taken to manage those risks (e.g., training, background checks, insurance)? For mandatory risk management measures, please note who is mandating them (e.g., UCLA Events Office, ASUCLA Events Office, community-service site).

4. Your organization’s purpose and goals:

5. What are this Program/Project’s purpose and goals, and how they are consistent with your organizations:
6. In what ways is your program/project likely to advance UCLA goals and interests:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

7. What is the relationship of proposed program/project to other activities your organization has conducted and/or will conduct in the 2011-12 year:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

8. Describe the scope and nature of student involvement in program/project design, planning and implementation:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

9. How does this program provide cultural education to the campus community and/or enhance the campus’ cultural diversity:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

10. Describe your organization’s experience producing similar programs/projects in recent years:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

11. How does this program fit a unique need not met elsewhere on campus:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

12. How will this program/project be evaluated:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
NOTE: This funding is intended to assist with a *portion* of the expenses of programs initiated and managed by students. To receive funding, you must demonstrate that you have enough funding from other sources that this will be a viable program.

### Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Risk Education/Risk Management Expenses</td>
<td></td>
</tr>
<tr>
<td>(Describe in detail and attach estimates if available.)</td>
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<tr>
<td>On-campus Facilities/Venue Costs</td>
<td></td>
</tr>
<tr>
<td>(List complete, unsubsidized cost here and show expected waiver pool subsidy below, if any)</td>
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<tr>
<td>On-Campus Advertising (i.e., ASUCLA Student Media Publications)</td>
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<tr>
<td>Other Publicity, Advertising, and Graphic Services</td>
<td></td>
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<tr>
<td>Food/Meal Services for UCLA students</td>
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<tr>
<td>Food/Meal Services for other participants</td>
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<tr>
<td>Disposable Supplies</td>
<td></td>
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<tr>
<td>Honoraria, Performance Fees, and Travel/Lodging</td>
<td></td>
</tr>
<tr>
<td>*Gifts/personal items for participants (e.g., T-shirts, flowers, awards etc.)</td>
<td></td>
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<tr>
<td>Other (Describe)</td>
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**TOTAL PROJECTED EXPENSES:**

* University funding may not be used to purchase gifts or other personal items.

### Funding

**Confirmed**

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**Pending**

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**Total Confirmed Funding:**

**Total Pending Funding:**

**TOTAL FUNDING CONFIRMED AND/OR PENDING:**

**AMOUNT OF THIS FUNDING REQUEST**