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 Presidents
   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. Bruin Defenders Grant Board
   1) The Bruin Defenders Grant Board is chosen by the External Vice President each year. The Bruin Defenders Grant Board is the governing body of the Bruin Defenders Grant, deciding the allocations of each applicant and overseeing the process of application for the Bruin Defenders Grant.

D. Bruin Defenders Grant
   1) The purpose of the Bruin Defenders Grant is to provide UCLA undergraduate students and student groups the opportunity to apply for funding to take command over their own interests and bring these interests directly to those with immediate power to realize change.
   2) Established in 2015, this grant is provided through USAC to fund students and student groups in advocacy endeavors.
   3) The Bruin Defenders 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 the maximum of funds in accordance to the categorization of the advocacy (i.e. conference, state advocacy, federal advocacy) determined by the Bruin Defender Director and Legislative Director.
   5) The Bruin Defenders Grant Application is available online at: www.bruindefenders.com

II. Eligibility

A. Applicant
   1) Must be a UCLA Undergraduate Student enrolled in at least eight (8) quarter units.
   2) If an individual student were to apply for a Bruin Defenders Grant, they must be in good academic standing and have upheld the student code of conduct throughout their time at UCLA. If a student group were to apply for Bruin Defenders Gran this student group 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 Advocacy Eligibility

1) Conferences describe a large gathering organized by a large reputable group or movement for the purpose of discussing, networking around, training and preparing for, and generally work-shopping actionable advocacy. Must relate to advocacy, local/state/national/international issues, or a student group’s core mission statement as stated in the group’s bylaws or constitution.
   (i) Grant may only fund transportation, lodging, and registration fees.
   (ii) Conference must have taken place and ended on or before Monday of Week 10 of Spring 2016 Quarter.
2) Conference must take place and have ended on or before Monday of Week 10 of Spring 2016 Quarter. All requisition forms must be submitted by Friday of Week 10 of Spring Quarter.

C. State Advocacy Eligibility

1) State advocacy describes in-person visits to Sacramento-based state officials and lawmakers. Must relate to advocacy, local/state/national/international issues, or a student group’s core mission statement as stated in the group’s bylaws or constitution. For individual students, the interest of advocacy must relate to advocacy, local/state/national/international issues.
   (i) Grant may only fund lodging, air fare, ground transportation, gas reimbursement.
   (ii) State advocacy must take place and have ended on or before Monday of Week 10 of Spring 2016 Quarter.
2) State advocacy must take place and have ended on or before Monday of Week 10 of Spring 2016 Quarter. All requisition forms must be submitted by Friday of Week 10 of Spring Quarter.

D. Federal Advocacy Eligibility

1) Federal advocacy describes in-person visits to Washington D.C.-based officials and lawmakers. Must relate to advocacy, local/state/national/international issues, or a student group’s core mission statement as stated in the group’s bylaws or constitution. For individual students, the interest of advocacy must relate to advocacy, local/state/national/international issues.
   (i) Grant may only fund lodging, air fare, ground transportation, and subsidized meals.
   (ii) Federal advocacy must take place and have ended on or before Monday of Week 10 of Spring 2016 Quarter.
2) Federal advocacy must take place and have ended on or before Monday of Week 10 of Spring 2016 Quarter. All requisition forms must be submitted by Friday of Week 10 of Spring Quarter.

E. Funding Eligibility & Rules

1) Funding may not be used for extraneous expenditures.
2) Funding may be forfeited if application requirements are incomplete.
3) Funding cannot be used for non-UCLA students.
4) Funding cannot be used retroactively.
5) For conferences, registration costs may not be used to fund membership fees.
6) All items applied for require a quote or proof of payment and are considered on a case-by-case basis.
7) For conference, grants will be capped at $500 per conference.
8) For conferences, funding will be administered to the organizing delegation leader, limited to costs associated with registration, transportation, and lodging.
9) For state advocacy, no more than three persons, including External Vice President staff counsel, will be covered by Bruin Defenders Grant.
10) For state advocacy, funds must be requested no less than five (5) weeks in advance of the departure date, unless

- The applicant student or organization demonstrates that the applicant could not have, by any means, been aware of the pending action which requires their advocacy; AND
- The advocacy is critically time-sensitive; AND
- The applicant could reasonably influence the pending action.

11) For state advocacy, fund account for airfare, lodging, ground transportation, and gas reimbursement only.

- Air fare expenditures are capped at $200 per person
- Ground transportation expenditures are capped at $100 total
- Lodging expenditures are capped at $150 per night and should accommodate all individuals traveling.
- Gas reimbursement expenditure is at the discretion of the vehicle used. The vehicle used needs to be under the ownership of one of the students going on the advocacy, no rental car will be covered under Bruin Defenders Grant.

12) For federal advocacy, no more than three persons, including External Vice President staff counsel, will be covered by Bruin Defenders Grant funds.

13) For federal advocacy, funds must be requested no less than five (5) weeks in advance of the departure date, unless

- The applicant student or organization demonstrates that the applicant could not have, by any means, been aware of the pending action which requires their advocacy; AND
- The advocacy is critically time-sensitive AND
- The applicant could reasonably influence the pending action.

14) Direct federal advocacy funds account for airfare, ground transportation, subsidized meals, and lodging.

- Airfare expenditures are capped at $350 per person.
- Ground transportation expenditures are capped at $8 per person, per day.
- Meals may be subsidized up to $15 per person per day.
- Lodging expenditures are capped at $180 total per day and should accommodate all individuals traveling.

15) Under extraneous circumstances, these rules may be changed with the permission of the External Vice President AND Bruin Defenders Director.

F. Funding Line Items: Each application will be considered for the maximum funds depending on the categorization of the advocacy trip determined by the Bruin Defenders Director and the Legislative Director.

1) Conferences
   (i) Registration

- Registration costs are paid for student organizations for conferences,
- Registration costs may not be funded if they include membership fees.
- Information required by the committee is as follows: conference itinerary, detailed outline, printout defining the registration prices, and contact information of who the registration is paid to.

   (ii) Transportation

- Costs cover airfare, vehicle rental, bus, cab fee and personal vehicles.
- 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.
In order to be considered for personal vehicle, the applying organization must submit documentation listing mileage printouts to and from the intended travel destination. A quote from the vendor will also suffice.

Costs including cab fare, tolls, and commuter buses may be applied for as reimbursable expenses under transportation.

(iii) Lodging
- Lodging is to cover accommodations that are necessary for the organization to use during their travel.
- Costs will cover hotels, motels, centers, suites, or any other contracted overnight stay.
- In order to be considered for lodging expenses, the organization is required to submit official documentation from the vendor or company, a list of rooms, the number of students per room, and the dates (start and end date) required lodging. A quote will also suffice.

(iv) Other
- Services that will be incurred during the travel can be applied for as well.
- Each item applied for under this line item requires a quote and will be approved on a case-by-case basis by the committee.

2) State Advocacy
   (i) Transportation
   - Costs cover airfare, bus, cab fee, and personal vehicles.
   - 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.
   - In order to be considered for personal vehicle, the applying organization must submit documentation listing mileage printouts to and from the intended travel.
   - Costs including cab fare and commuter buses may be applied for as reimbursable expenses under transportation.

   (ii) Lodging
   - Lodging is to cover accommodations that are necessary for the organization to use during their travel.
   - Costs will cover hotels, motels, centers, suites, or any other contracted overnight stay.
   - In order to be considered for lodging expenses, the organization at minimum is required to submit official documentation from the vendor or company, a list of rooms, the number of students per room, and the dates (start and end date) required lodging. A quote will also suffice.

   (iii) Other
   - Services that will be incurred during the travel can be applied for as well.
   - Each item applied for under this line item requires a quote and will be approved on a case-by-case basis by the committee.

3) Federal Advocacy
   (i) Transportation
   - Costs cover airfare, bus, and cab fee.
   - First class airfare is prohibited. All groups must submit prices or quotes.
   - Costs including cab fare and commuter buses may be applied for as reimbursable expenses under transportation.

   (ii) Lodging
- Lodging is to cover accommodations that are necessary for the organization to use during their travel.
- Costs will cover hotels, motels, centers, suites or any other contracted overnight stay.
- In order to be considered for lodging expenses, the organization at minimum 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.

(iii) Subsidized Meals
- Meals may be subsidized up to $15 per person per day.

(iv) Other
- Services that will be incurred during the travel can be applied for as well.
- 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 Bruin Defenders Grant Application is submitted via e-mail (usac.evp.bruindefendersdir@gmail.com) no later than five (5) weeks prior to the conference, state advocacy, or federal advocacy.
2) All student groups and/or individuals 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 Bruin Defenders Board must be submitted three (3) weeks prior to the program date. Failure to do so may result in penalized funds, including, and up to full forfeiture of allocated funds.
4) Applications are received on a rolling basis and are considered in the order of application.

B) Application Tiers
1) In order to provide funds to as many groups as possible, a maximum of $1500 can be allocated to the same student group in each academic year for conference. For State advocacy and Federal advocacy a student group and/or individual may only use Bruin Defenders funds twice in an academic school year.
2) Groups are encouraged to apply (for conference, state & federal advocacy) multiple times to this fund, but funding is not guaranteed for repeated group applications. Individuals may only apply for state and federal advocacy not conferences. Individuals are also encouraged to apply (for state and advocacy only) multiple times to this fund, but funding is not guaranteed for repeated applications.
3) Each application will be considered for a maximum fund depending on the categorization of the advocacy, this categorization is determined by the Bruin Defenders Director and Legislative Director.
4) Funds will only be appropriated and disbursed in the event of an application approved by both the External Vice President and the Bruin Defenders Director.

C) Application
1) All applications will be reviewed by the Bruin Defenders Board and will be reviewed for many aspects, including, but not limited to: quality of response, completeness of application, intentionality of conference/advocacy, etc.

IV Awarding & Payment
A) Awarding
1) Following the application review, the Bruin Defenders Grant Board will e-mail the allocated amount and instructions on reimbursement.

B) Payment
1) Requisition forms for reimbursement must be submitted to the EVP Office (Kerckhoff 300C), during office hours, within one (1) week after the advocacy trip end date. Failure to do so may result in the forfeiture of funds.

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 required (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 Bruin Defenders Grant to the External Vice President's Office at Kerckhoff Hall 300C, during office hours.

Questions and concerns should be directed to Maria Martinez, the Bruin Defenders Director, at usac.evp.bruindefendersdir@gmail.com.