



ASIAN PACIFIC AMERICAN STUDENT ASSEMBLY  
CULTURE SHOW FUNDING APPLICATION 2014-2015

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Requirements for Funding from APASA

- ☐ My organization is recognized by the University of Southern California and the Asian Pacific American Student Assembly.
- ☐ My organization is in good standing, as deemed by the APASA Executive Board.
- ☐ I am **not** applying for funding from any other funding board.
- ☐ I understand that funding is **not** guaranteed.
- ☐ My event is open and free to all students of the University of Southern California.
- ☐ I must present this application to the APASA Executive Board prior to presenting to the APASA General Assembly.

**Deadline: 11:59PM on Friday, November 21, 2014**

## Event Cancellation

You must notify APASA ASAP, undo all payments/orders from other companies/sources, take down flyers and/or post flyers to reflect cancellation, and message people about cancellation on FB event and/or cancel the FB event if applicable.

If you forget to notify APASA, you must reimburse APASA for all funds based on receipts. Neglecting to cancel may result in loss of funding for the remaining semester or year depending on severity.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



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Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Student ID #: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Event Information

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Venue: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Program Type: Academic      Cultural      Leadership      Political      Promotion      Social

Is this a co-sponsored event:    Yes    No    If yes, with whom?: \_\_\_\_\_

Is this event confirmed (venue booked, talent negotiated, etc.)?:      Yes    No

Total Cost of Event: \_\_\_\_\_ Total Amount of Requested Funds: \_\_\_\_\_

### Short Answer Questions

*Please type your answers on a separate sheet (one page or less).*

1. Description of event and, if applicable, culture show synopsis.
2. How does this event enhance your organization's purpose/goals, provide positive publicity for APASA, **and/or** contribute to overall campus life?
3. How does this event fulfill APASA's Mission Statement?
4. What efforts are you making to receive outside funding?
5. How will this event be advertised?
6. How many people will be involved in the production of this culture show?



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### Event Budget Proposal

Please fill in the following chart as a budget proposal for your event. For **each expense** listed, you must also submit a vendor quote or invoice that includes all the items to be purchased from that vendor, as well as the address and phone number of the vendor. The application will not be processed with them. If you have any questions, please e-mail us at [uscapasa@gmail.com](mailto:uscapasa@gmail.com).

### Guide

- ☐ Expense Type: Admin, Food, Production, Promotion, Talent, Venue
- ☐ Expense: Vendor Name
- ☐ Cost: Cost of the expenses from that vendor
- ☐ If paying by credit card, only use vendors that accept American Express.

	Expense Type	Vendor	Cost
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
		<b>Total Cost</b>	

Attach quote(s) and/or invoice(s)