Community Service Mini Fund Information

Application process:
1. Your group must submit an online application by Friday of Week 4 of each quarter (Friday of Week 3 during Fall quarter). Online application can be found here under CS Mini Fund:
http://usac.ucla.edu/funding/programming.php

2. A hearing sign-up document will be sent out via email by Monday of Week 5 (Monday of week 4 during Fall quarter).

3. Attend your group's hearing during Week 5 (during week 4 in Fall quarter). Hearings take place the week following submission of your application. Sign ups are on a first-come, first-serve basis. Hearings consist of a two minute introduction about your project and program, a six minute Q&A session, and a two minute closing statement from your group.

4. Funds are allocated on Monday of Week 6 (Monday of week 5 in Fall quarter). At least one signatory from your group must attend the allocation meeting that following Monday. Your group may use its funds until Monday of Week 6 of the following quarter.

Maximum allocation: **$3500 per group, per quarte**r

On your online application, you **must** include price documentation for each item you request. To do so, take a screen shot of the item(s) you are requesting from each vendor's website and attach it to your application. Failure to do this will affect your scores and allocation.

Items that the CS Mini Fund Committee generally funds:
 - Transportation
 - Food for **service recipients**
 - Admissions tickets for **service recipients**
 - Other supplies necessary for your community service project's programs or ongoing activities

Items that the CS Mini Fund Committee generally **DOES NOT** fund:
 - Honorariums
 - Food for **volunteers**
 - Admission tickets for **volunteers**. For example, if you plan to take your service recipients to a museum, we usually *would* fund their entrance tickets, but usually *would not* fund entrance tickets for your volunteers.
 - Gifts for service recipients that we deem unnecessary for your service project. For example, we generally *would not* fund t-shirts with your organization's logo that are intended as gifts for your service recipients. However, we *would* fund clothing intended for your homeless service recipients because that clothing is considered integral to your project.

The Community Service Mini Fund is meant to be a **supplemental funding source for your programs. Do not attempt to fund your programs with **ONLY** CS Mini funds; many other on-campus funding bodies can help with your programming.

If you have any questions, please contact the CS Mini Fund Chair at csminifund@gmail.com.