



CULTURAL AFFAIRS COMMISSION

Arts Restoring Community (ARC) Referendum Funding Frequently Asked Questions

I am interested in applying to ARC! When is the deadline?

Please submit your application according to these deadlines.

If your program is expected to take place in	Application Deadline	Hearings	Decision Released
Fall Quarter	1st round: 11:59PM on 9/28/19 Saturday of FALL Week 0	Week 1, Fall quarter	11:59PM on 10/6/19 Sunday of FALL Week 1
	2nd round: 11:59PM on 10/19/19 Saturday of Week 3	Week 4, Fall quarter	11:59PM on 10/27/19 Sunday of FALL Week 4
Winter Quarter	1st round: 11:59 PM on 11/23/19 Saturday of <u>FALL</u> 8 th Week	Week 9, Fall quarter	11:59PM on 12/1/19 Sunday of FALL Week 9
	2nd round: 11:59 PM on 1/25/20 Saturday of WINTER 3 rd Week	Week 4, Winter quarter	11:59PM on 2/2/2020 Sunday of Winter Week 4
Spring Quarter	1st round: 11:59 PM on 2/29/20 Saturday of <u>WINTER</u> 8 th Week	Week 9, Winter quarter	11:59PM on 3/8/2020 Sunday of Winter Week 9
	2nd round: 11:59 PM on 4/18/20 Saturday of SPRING 3 rd Week	Week 4, Spring quarter	11:59PM on 4/26/2020 Sunday of Spring Week 4

I am not sure if my program is eligible for ARC. What should I do?

The purpose of the Arts Restoring Community Fund is to help alleviate some of the fiscal responsibilities student organizations face when putting on culturally oriented programs. If you are not sure if your program is eligible for our fund, please email cacarcfund@asucla.ucla.edu



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You can also visit our office hours! We would love to discuss more in person. Office hours will be updated every quarter. Follow our Facebook <https://www.facebook.com/UCLA.ARCFund/> for updates.

I have received my allocation. What is the next step?

Please fill out a req form online: <https://usac.ucla.edu/funding/reqform.php>.

After pressing Submit below, a copy of the completed form will be emailed to you. **Please print the form, staple your allocation letters, original receipts and/or supporting documentation** (i.e. agenda, list of attendees, statement of purpose, graphics of printed material, quotes, etc.)

Please submit your completed requisition form in person to the envelope located outside of the CAC Office no later than 3 weeks past your event date, or by Week 9 of the quarter during which the event occurred, whichever is earlier. Failure to comply with any of the deadlines will result in the rescindment of funding.

Where should I submit my req form?

Please submit your completed requisition form with your printed allocation and any other additional documents to the envelope labeled “ARC Fund Requisition Forms” outside of the CAC Office (Kerckhoff 311). This must be done no later than 3 weeks past your event date, or by Week 9 of the quarter during which the event occurred.

I just submitted a requisition form. When will my check available for pick up?

It often takes 3-5 weeks from the date that SGA receives your requisition form for them to process your check. Please note that it may take SGA longer to process your request in spring due to the increasing workload in spring quarter.

You can check the status of your check here:

https://docs.google.com/a/g.ucla.edu/spreadsheets/d/1oyfXfrTifoyw8T3SKbkRvgE8aZMc_Amkm9NkCB2Zanc/edit?usp=sharing

I have submitted my requisition form and have waited 3-5 weeks but have not received the amount, what should I do?

Please check in with us to see if we have received and signed your requisition form. If you have received a confirmation from us that your requisition form has been signed, please check in with SGA regarding your request.



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What is my 9 digit account number?

Please leave this section blank when you submit your requisition form.

What is a purchase order?

A purchase order is an agreement that allows the vendor to pay SGA. Please ask the vendor if they accept UCLA Purchase Orders first, as SGA is not allowed to set up credit accounts with outside vendors per ASUCLA policies.

What is a reimbursement check?

Please choose this option if you already paid out of pocket. A reimbursement check will refund you money that has already been spent on event supplies. Please check what items are covered by funding before purchasing. All reimbursement reqs must be submitted with the original receipts from your purchase.

What is a cash advance check?

A cash advance check is a check issued for a specified amount of money that can be used solely to purchase event items. Receipts of the purchase must be submitted within 2 weeks of the day the check is picked up. **Not submitting receipts in time will result in a hold placed on the university records of the payee and the person picking up the check.**

What is a payment of Invoice?

A payment of invoice is a direct payment to the vendor. The payee on the req must match the “make checks payable to” name/address on the invoice. Please attach the original invoice you received from the vendor.

What is an honorarium payment?

Honorarium payment is a payment to a performer, speaker, artist or the like. The check must be made out to the performer directly. You must attach an IRS Form W-9 (provided by the performer), a Performance Agreement or contract signed by the performer and a signatory from your organization.