



Bruin Advocacy Grant Guidelines

PURPOSE:

The purpose of the Bruin Advocacy Grant is to provide Bruins with the financial support necessary to organize and advocate for issues within political, social, and economic institutions of importance to them. Historically, the Bruin Advocacy Grant prioritized lobbying interests — restricting programming, education, and organizing efforts, by predominantly people of color, from being adequately funded. By revisiting and expanding the existing Bruin Advocacy Grant, we are making it our objective to fund interests which are beyond the lobbying sector. We, at the EVP office, acknowledge the diversity of issues impacting students and understand that advocacy can look different for different groups. Conclusively, we aim to make it easier for Bruins to access money for advocacy in order to attain their goals.

Advocacy which is eligible for funding from the Bruin Advocacy Grant can look like, but is not limited to:

- a. Attending or organizing actions, marches or protests
- b. Attending conferences
- c. Lobbying public officials, decisionmakers, or stakeholders
- d. Community organizing
- e. Educational programming
- f. Digital organizing

A more detailed description and breakdown of the events and items that the Bruin Advocacy Grant can fund is detailed below. Please access the BAG application [here](#). Please access the guidelines and application to serve on the BAG committee [here](#).

BACKGROUND:

The Undergraduate Student Association Council (USAC)

The Undergraduate Student Association Council (USAC) is comprised of fourteen (14) elected undergraduate members and their respective offices. USAC serves as the governing body of the Undergraduate Student Association (USA) membership, which consists of all UCLA undergraduate students.

The Office of the External Vice President

The Office of the External Vice President (EVP) is one of the fourteen elected offices within USAC. The EVP office serves as the home of UCLA advocacy, striving to elevate and agitate



the needs of the UCLA community at the university, local, state, and federal levels.

Bruin Advocacy Grant Committee

The Bruin Advocacy Grant Committee is formed before each school year during the Spring Quarter of the previous school year. The BAG committee serves as the governing body of the fund by deliberating and determining allocations for applications. Members of the committee will be required to attend hearings for the Bruin Advocacy Grant, actively participate in deliberations, and determine allocation of funds during two quarterly cycles, for a total of six hearing cycles during the school year. The number of hearings may vary depending on the number of applicants during each cycle. A more detailed description of the composition and governance of the committee can be found in the “Hearings” section.

Bruin Advocacy Grant History

In years past, the Bruin Advocacy Grant enforced requirements for the application which made the funding pool inaccessible to UCLA’s most marginalized communities. In an effort to combat these barriers, the EVP office has both expanded its funding pool and reformed its guidelines and requirements in order to ensure the grant is managed fairly and equitably. The purpose of the grant remains the same (to support Bruin advocacy), and the changes implemented for the 2020 school year are based on the following:

Greater need for openness and accessibility of funds and advocacy resources.

- a. The Bruin Advocacy Grant has expanded its definition of *advocacy* to be inclusive of efforts beyond lobbying including: attending conferences, attending protests and other organized movements, hosting conferences or protests/organized movements, funding for advocacy related supplies (listed under funding guidelines).
- b. The application includes a section allowing for applicants to request funding for items outside of those listed in the guidelines, to be handled on a case by case basis.
- c. The application includes a section for applicants to indicate if they would like to access further advocacy related resources through the Office of the External Vice President, outside of the Bruin Advocacy Grant funding pool.

Increasing accountability to UCLA’s marginalized communities.

- a. In order to decentralize and redistribute decision making powers, the fund allocations will be determined by the Bruin Advocacy Grant Committee rather than the USAC External Vice President alone. The committee will consist of _____, as well as ____ positions available to student leaders outside of the student government space. No experience with finance is necessary to apply to serve on the committee.



- b. Hearings are held with the intention of clarifying ambiguities within the application and to allow students to directly advocate their needs to the committee.

Transparency of funds.

- a. In addition to applicants receiving their individual allocations, all of the allocations from each cycle will be publicly released through the Student Government Accounting (SGA) Budget Report.

ELIGIBILITY:

Individual

- a. Individuals applying must be undergraduate students.
- b. Any individual applying to the Bruin Advocacy Grant must be a UCLA student enrolled in at least 8 quarter units.
- c. If an individual applies, they must be in good academic standing and uphold at least a 2.0 or greater GPA and not be on academic probation.

Student Organizations

- a. The student organization applying for the Bruin Advocacy Grant must be a UCLA registered campus organization completed through the Student Organization, Leadership & Engagement (SOLE) office.
- b. Registered student organizations must have three (3) signatories and an anti-discrimination form on file with the SOLE office.
- c. Student organizations can apply more than once per year, but they cannot apply twice in a single funding cycle.
 - i. Subsidiary organizations housed under larger organizations are allowed to apply during the same cycle.
 - ii. If multiple organizations are applying for funds for the same co-organized event, second submissions will only be considered for funding after all other submissions are considered and if the cycle's funds have not been exceeded.

FUNDING GUIDELINES:

The Bruin Advocacy Grant provides funding for the following (in no particular order of importance):

Attending a conference



- a. Conferences describe a large gathering organized by a reputable group or movement for the purpose of discussing, networking, training, preparing for actionably advocacy, or the conference must align with a cause that the applicant identifies with. The conference must uphold UCLA's mission and values as a land grant institution, as designated by [UCLA's Principles of Community](#).
- b. Conferences must have taken place and ended on or before Monday of Week 10 of the Spring quarter following the disbursement of funds.
- c. BAG accounts for: *Food, lodging, travel (ground transportation, airfare, or gas reimbursements)*
 - i. *Please include the following documentation with application: Budget sheet, hotel booking, travel quotes, itinerary, conference agenda, list of attendees.*
 - ii. *Note: BAG does NOT cover membership fees, only fees to attend the conference. BAG DOES NOT ACCOUNT FOR INTERNATIONAL TRAVEL.*

Hosting a conference on UCLA's campus or in the greater Los Angeles area

- a. Conferences describe a large gathering organized by a group or movement for the purpose of discussing, networking, training, preparing for actionable advocacy, or the conference must align with a cause that the applicant identifies with. The conference must uphold UCLA's mission and values as a land grant institution, as designated by [UCLA's Principles of Community](#).
- b. *BAG accounts for: Facility/venue costs, food and travel (ground transportation or gas reimbursements) within the Los Angeles area.*
 - i. *Please include the following documentation with application: Budget sheet, venue quotes, travel quotes, catering or food quotes, itinerary, conference agenda, list of attendees.*

Attending an organized movement

- a. Organized movements are defined as protests, marches, and other organized actions/gatherings with the intention of applying pressure to political, social, and economic institutions. The movement must uphold UCLA's mission and values as a land grant institution, as designated by [UCLA's Principles of Community](#).
- b. Any protest or organized in-person action funded by the Bruin Advocacy Grant is required to have a safety plan in place for participants which includes the presence of legal observers and trained law enforcement liaisons. We recommend that organizers contact the National Lawyers Guild in order to request that their legal observers attend the event in question.
- c. *BAG accounts for: Food and/or travel (ground transportation, airfare, or gas reimbursements)*
 - i. *Please include the following documentation with application: Budget sheet, travel quotes, catering or food quotes, itinerary, conference agenda, list of attendees.*

Organizing a movement/action on campus or in the Los Angeles Area



- a. Organized actions are defined as protests, marches, and other organized actions/gatherings with the intention of applying pressure to political, social, and economic institutions.
- b. Any protest or organized in-person action funded by the Bruin Advocacy Grant is required to have a safety plan in place for participants which includes the presence of legal observers and trained law enforcement liaisons. We recommend that organizers contact the National Lawyers Guild in order to request that their legal observers attend the event in question.
- c. *BAG accounts for: Facility/venue costs, food, travel (ground transportation, airfare, or gas reimbursements). Include proper quotes and other fees in application.*
 - i. *Please include the following documentation with application: Budget sheet, venue quotes, travel quotes, catering or food quotes, itinerary, conference agenda, list of attendees.*

Lobbying

- a. Lobbying is defined as in person visits which seek to influence politicians or public officials on an issue at the university (UC Regents or UCOP), local (Los Angeles), state (California based), and national (Washington DC based) levels.
- b. *BAG accounts for: Food, lodging, travel (ground transportation, airfare, or gas reimbursements) registration fees.*
 - i. *Please include the following documentation with application: Budget sheet, hotel booking, travel quotes, itinerary, conference agenda, list of attendees.*

Program Supplies

- a. Program supplies are defined as expenses outside of food, lodging, travel, and facilities. BAG accounts for:
 - i. *Incentives*
 - 1. When at all possible, we encourage applicants to seek incentives in the form of gift cards or merchandise through the ASUCLA store. An individual cannot receive an incentive over \$75 each.
 - ii. *T shirts*
 - 1. When at all possible, we encourage applicants to order T-shirts through Bruin Custom Print.
 - iii. *Honorarium*
 - 1. When at all possible, we encourage applicants to factor in travel and lodging for your guest into the honorarium.
 - 2. Please include the following documentation with the application: *Speaker's [W-9 Form](#), and the [ASUCLA Honorarium Contract](#).*
 - iv. *Advertising/graphics*



1. All ads and graphics must be submitted with the application. Graphics will be reviewed before receiving approval for funding based on neutral-viewpoint criteria.

Other items

Applicants will have the option to ask for funding for items outside of the listed line items in order to make the fund as accessible as possible to the different advocacy needs of our students. Requests will be reviewed on a case by case basis by the Bruin Advocacy Grant Hearing Committee. Please include the Budget Sheet and necessary quotes.

SUBMISSION AND REVIEW:

In order to receive funding from the Bruin Advocacy Grant, all submissions must include a completed application with all supporting documentation by the cycle deadline. Supporting documentation will vary depending on what the applicant is requesting funds for.

1. Please refer to the funding guidelines for specific requirements about supporting documentation.
2. Please list an active email when submitting an application. If the committee requests further documentation, the applicant must submit the additional documentation within 72 hours of the committee request.
3. Once all applications have been reviewed, applicants will be notified via email of the hearing schedule and will be required to sign up for a slot, done on a first come, first serve basis. If you are unable to meet during the given times, please email _____ so we can accommodate.
 - a. Hearings will take place in the week following the end of the cycle, and allocations will be emailed to applicants a week after the cycle deadline.

We encourage applicants to apply to other funding sources in addition to the Bruin Advocacy Grant. We cannot guarantee that BAG will be able to fully fund all of the advocacy needs of our applicant pool.



DEADLINES:

Please refer to the following guidelines for submission deadlines:

BRUIN ADVOCACY GRANT SUBMISSION DEADLINES 2020-2021			
	Submission Date	Hearing Dates	Decisions Released
Fall Deadlines	1st cycle: 10/2/2020 Friday of Fall, Week 0	Fall, Week 1	Sunday of Week 2
	2nd cycle: 10/23/2020 Friday of Fall, Week 3	Fall, Week 4	Sunday of Week 5
Winter Deadlines	1st cycle: 11/27/2020 Friday of Fall, Week 8	Fall, Week 9	Sunday of Week 10
	2nd cycle: 1/22/2021 Friday of Winter, Week 3	Winter, Week 4	Sunday of Week 5
Spring Deadlines	1st cycle: 2/26/2020 Friday of Winter, Week 8	Winter, Week 9	Sunday of Week 10
	2nd cycle: 4/18/2020 Friday of Spring, Week 3	Spring, Week 4	Sunday of Week 5

HEARINGS:

The purpose of the hearing process is to clarify any existing ambiguities in the application, and to give applicants the opportunity to directly advocate their needs to the committee. The hearing process will be conducted and overseen by the Bruin Advocacy Grant Funding Committee.

COMPOSITION OF THE BRUIN ADVOCACY GRANT COMMITTEE

The Bruin Advocacy Grant Hearing Committee shall be composed of five student voting members as follows:



- a. The Director of Campus Partnerships in the Office of the External Vice President
- b. Two (2) undergraduate students appointed by the Mother Organization Coalition
- c. Two (2) undergraduate students elected by groups registered as “advocacy” undergraduate student organizations under SOLE
 - a. Student must have knowledge about advocacy (grassroots or at the university, local, state, or federal levels)

ROLE OF THE COMMITTEE CHAIR

The Committee shall have one officer: a Chair

The Chair is responsible for approving all funding requisition forms to be submitted to Student Government Accounting. The Chair shall preside at all meetings and hearings of the BAG Committee, acting as facilitator and holding meetings to the agenda in a timely manner.

At the beginning of each term in office, the BAG Committee will take nominations and volunteers for Chair (if the USAC EVP chooses to relegate the position). For this year, the Director of Campus Partnerships in the Office of the External Vice President will serve as the chair.

FORMATION OF THE COMMITTEE

The Bruin Advocacy Grant Committee is formed on a yearly basis during the Spring quarter of the year. Applications to serve on the committee will be released through the USAC Programming Funds Page.

TERMS OF OFFICE

Each serving member of the BAG Committee shall be appointed for one (1) year. Student terms will begin during Fall Quarter of the year and end at the end of Spring Quarter of the following year. The Chair shall serve in this role for (1) year. Committee members may serve more than one consecutive term as long as they are re-appointed each year according to these guidelines. The total number of terms they may serve is not limited.

MEMBER QUALIFICATIONS

All student members of the BAG Committee must be registered (full or part-time) UCLA students during their term of office. Students must have at least a 2.0 GPA to serve on the BAG Committee, and must remain about a 2.0 GPA during their term in office.

MEMBER REPLACEMENT



A Committee member may be removed by unanimous vote of the other Committee members for unjustifiable absence, conflict of interest, or other appropriate reasons.

In the event that a Committee member is removed or resigns from their term, the original appointing body will select a replacement. The new Committee member will serve the remainder of the original member's term.

CONFLICT OF INTEREST

The BAG Committee shall conduct itself in such a manner that conflicts of interest are minimized and all potential conflicts of interest are made public.

For example, each Committee member must make public all campus groups of which he or she is a member and their level of involvement in each group. Where appropriate, the Committee member should recuse themselves from voting on grant allocations for projects proposed by such groups. For such votes, the "full Committee membership" as defined for voting majority purposes shall be decreased to account for the Committee member's recusal.

ALLOCATION:

Following the application review and hearings, the BAG Committee will send an email with an allocation letter and further instructions on payment and reimbursement. The Committee may elect to fund only a portion of a proposal.

- 1. BAG has a total of \$25,000 that is allocated the course of the year. Total awards allocated for the Bruin Advocacy Grant are capped by each quarter as follows:**
 - a. Fall Quarter: \$8,333.33**
 - b. Winter Quarter: \$8,333.33**
 - c. Spring Quarter: \$8,333.33**
- 2. Groups cannot receive funding exceeding \$2,000.**
3. If there are excess funds at the end of a quarter, they will be rolled over to the Maximum Total Allocation of the following quarter.
4. All allocations will be made without regards to viewpoint and shall solely be based upon viewpoint-neutral criteria.

CONDITIONS FOR ALLOCATION

1. BAG funds CANNOT be used to support political candidates or parties.
2. For all travel related expenses, the application must be submitted no less than (4) weeks in advance of the departure date.
3. Funds allocated for an event that are not spent within the event time frame shall be



returned to the Bruin Advocacy Grant (BAG) funding pool for reallocation.

4. Requests to extend the event deadline may be submitted to the Committee for review and subsequent approval when appropriate.
5. Standing funds should be invested in a socially responsible manner.
6. BAG funds are not to be used or reallocated for purposes other than those described in this document and in the application.
7. If upon review, the Committee determines that the BAG funds are being used irresponsibly or the goals of the project/event are not being met, the committee may choose to put the projects on “probation”, meaning the project leaders have an allotted time period to make adjustments in order to fulfill the committee’s expectations. If after this time period the committee’s expectations are not met, the committee may require all unspent funds to be returned to BAG.

POST-ALLOCATION EVALUATION

All applicants will be required to submit an evaluation following the disbursement of funds and completion of their event/program. The evaluation will be emailed to all applicants in their allocation email, and will be required to submit it no later than 3 weeks past your event date, or by Week 9 of the quarter. Evaluations are reviewed by the Office of the External Vice President in order to ensure accountability between the funding source and its recipients.