



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	<b>All applications due 11:59PM on 11/07/20</b> Saturday of FALL Week 5	On a rolling basis*	<b>11:59PM on Sunday**</b>
Winter Quarter	<b>1st round: 11:59 PM on 11/28/20</b> Saturday of <b>FALL</b> 8 <sup>th</sup> Week	Week 9, Fall quarter	<b>11:59PM on 12/6/20</b> Sunday of FALL Week 9
	<b>2nd round: 11:59 PM on 1/23/21</b> Saturday of WINTER 3 <sup>rd</sup> Week	Week 4, Winter quarter	<b>11:59PM on 1/31/21</b> Sunday of Winter Week 4
Spring Quarter	<b>1st round: 11:59 PM on 2/27/21</b> Saturday of <b>WINTER</b> 8 <sup>th</sup> Week	Week 9, Winter quarter	<b>11:59PM on 3/7/21</b> Sunday of Winter Week 9
	<b>2nd round: 11:59 PM on 4/17/21</b> Saturday of SPRING 3 <sup>rd</sup> Week	Week 4, Spring quarter	<b>11:59PM on 4/25/21</b> Sunday of Spring Week 4



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### **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](mailto:cacarcfund@asucla.ucla.edu). You can also visit our office hours! We would love to discuss more over Zoom (link: <https://ucla.zoom.us/j/8931270912>). 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 requisition (req) form online at <https://usac.ucla.edu/funding/reqform.php>. After pressing Submit, a copy of the completed form will be emailed to you. **Please download the form and save digital copies of your allocation letters, original receipts and/or supporting documentation** (i.e. agenda, list of attendees, statement of purpose, graphics of printed material, quotes, etc.). These items must be submitted to ARC **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.

### **How do I submit my req form?**

Please submit your completed requisition form and supporting documents via the following Google Form: <https://forms.gle/GPz9wzZ61TKXnEfk6>.

### **I just submitted a requisition form. When will I receive my check?**

You will be receiving your check from SGA by mail, and it will be delivered to the exact address you provide on the req form. Please be sure that the address you give accurately reflects your current residence. 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](https://docs.google.com/a/g.ucla.edu/spreadsheets/d/1oyfXfrTifoyw8T3SKbkRvgE8aZMc_Amkm9NkCB2Zanc/edit?usp=sharing)

### **What happens if there is an error or mistake on my requisition form?**

If there is a problem on your form that requires correction, you will receive an email directly from SGA. So when you fill out the ARC Fund Application and requisition form, be sure to provide an email address that you **actively check**. It is crucial that all necessary corrections are made in order for your requisition form to be processed so you can receive your funding.



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**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, and email [saccount@asucla.ucla.edu](mailto:saccount@asucla.ucla.edu).

**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.



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**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.