

ARTS RESTORING COMMUNITY (ARC) FUND APPLICATION

✓ GENERAL INFORMATION:

The purpose of the Arts Restoring Community Fund is to help alleviate some of the fiscal responsibilities student organizations face when putting on culturally orientated programs. The fund is an auxiliary financial resource and can only be used supplementary to other monetary sources. Student organizations may apply each quarter for a maximum amount of \$2500.00. The USAC Cultural Affairs Commission has the right to partially or fully grant the applied amount dependent on the application's thoroughness, applicant's necessity, and program's benefit for the general undergraduate student body.

✓ GUIDELINES:

Please read through the entire guidelines section to ensure your organization qualifies for the fund. Additional information about the fund may be found on the "ARC Referendum Funding Guide" on the CAC website.

- Eligibility- Must be an undergraduate student group/ organization registered with the Student Organizations, Leadership & Engagement (SOLE).
- Each student organization may apply once per funding period.
- Each cultural program may only have funds requested once per quarter.
- **All applications must include estimates/quotes/ documentation outlining what the allocated funds would be used for.**
- Allocated funds may only be used for the program for which it was applied for.
- The program(s) must have cultural relevance, either by promoting cultural diversity, various cultures, and/or cultural awareness.
- Funds may only be used to offset **honoraria and/or facilities expenses and/or supplies.**
- Applications must be submitted **electronically** with proper documentation attached to cacarcfund@asucla.ucla.edu with the student organization name in the subject line.
- Proper documentation: quotes, receipts, invoices, venue layouts, program budget report, event publicity/flyer
- Please ensure that the signatory listed is the current signatory of the organization.
- If selected to receive funding:
 - You are required to publicize the Cultural Affairs Commission through written and verbal publicity.
 - You must submit your completed requisition form in person to the fund manager no later than 3 weeks past your event date, or by Week 9 of the quarter during which it occurred, whichever is earlier. **Please attach your printed allocation letter and proper documentation with your requisition form.** Failure to comply with any of the deadlines will result in the rescindment of your fund.

UCLA CULTURAL AFFAIRS COMMISSION

311 Kerckhoff Hall – 308 Westwood Plaza Los Angeles, CA 90024
 cacarcfund@asucla.ucla.edu

✓ 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 FALL 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 WINTER 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

✓ GENERAL INFORMATION

CONTACT INFORMATION	
ORGANIZATION SIGNATORY	
STUDENT GROUP/ORGANIZATION -	
CELL/LOCAL PHONE NUMBER	E-MAIL ADDRESS -
TOTAL AMOUNT REQUESTED	

PROGRAM INFORMATION	
PROGRAM TITLE	
PROGRAM DATE(S)	PROGRAM VENUE(S)
EXPECTED ATTENDANCE -	



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✓ SUPPLEMENTAL QUESTIONS

1. Give a description of your program. Describe the purpose, goals and objectives of the event.

2. Describe what measures you are taking to track whether or not your goals are achieved. How will you ensure that your programs are culturally relevant?



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3. Please use this space to outline what the funds you are requesting would be used for. If you are requesting multiple line items, please rank them in the order of prioritization and explain why.

4. Please include a list of other sources of funding, the amount applied for, and the amount received (if applicable).

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✓ BUDGET BREAKDOWN

This may be attached as a separate document, if so please denote it in the text box.

Budget Line Item	Total Program Cost	Amount Requested from Other Sources	Amount Requested from ARC Fund
Advertising			
Equipment			
Facilities			
Food			
Honoraria			
Printing			
Supplies			
Transportation			
Other			
Total Cost			



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✓ APPLICATION CHECKLIST:

- ☐ The entire application is filled out completely.
- ☐ All the information listed in the application is correct and up to date.
- ☐ All proper documentation is attached.

✓ SUBMISSION

- Applications must be submitted electronically with proper documents* attached.
- Please ensure that the signatory listed is the current signatory of the organization.
- Email subject line must read "[Organization name] application - [Funding period]"
- If selected to receive funding:
 - You are required to publicize the Cultural Affairs Commission through written and verbal publicity.
 - You must submit your completed requisition form in person to the fund manager no later than 3 weeks past your event date, or by Week 9 of the quarter during which it occurred, whichever is earlier. **Please attach your printed allocation letter and proper documentation with your requisition form.** Failure to comply with any of the deadlines will result in the rescindment of your fund.

*Proper documentation: quotes, receipts, invoices, venue layouts, program budget report, event publicity/flyer, program agenda

If you have any further questions, comments, or concerns, feel free to contact us at
cacarcfund@asucla.ucla.edu

- ☐ I have read and understand the aforementioned guidelines and criteria for the Arts Restoring Community Fund.
- ☐ I certify that the information provided in this application is correct.

Group Signatory Signature: _____ Date: _____

PLEASE EMAIL COMPLETED APPLICATION TO: cacarcfund@asucla.ucla.edu
Do not forget to attach your program agenda and proper documents.

Last Edited: 8.15.19