

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, facilities expenses, supplies, and other services/materials needed for programming.**
- Applications must be submitted **electronically** with proper documentation attached to cac.arcfund@usac.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 to <https://forms.gle/GPz9wzZ61TKXnEfk6> 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.

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✓ DEADLINES

Due to the transition to remote programming, applications for fall programming are assessed on a rolling basis from 10/03/20-11/07/20 (Saturday of Week 0 - Saturday Week 5). Keep in mind that in order to get funding processed in time for an event, **applications should be submitted 3 weeks before the event takes place.**

If your program is expected to take place in	Application Deadline	Hearings	Decision Released
Fall Quarter	All applications due 11:59PM on 11/07/20 Saturday of FALL Week 5	On a rolling basis*	11:59PM on Sunday**
Winter Quarter	1st round: 11:59 PM on 11/28/20 Saturday of FALL 8 th Week	Week 9, Fall quarter	11:59PM on 12/6/20 Sunday of FALL Week 9
	2nd round: 11:59 PM on 1/23/21 Saturday of WINTER 3 rd Week	Week 4, Winter quarter	11:59PM on 1/31/21 Sunday of Winter Week 4
Spring Quarter	1st round: 11:59 PM on 2/27/21 Saturday of WINTER 8 th Week	Week 9, Winter quarter	11:59PM on 3/7/21 Sunday of Winter Week 9
	2nd round: 11:59 PM on 4/17/21 Saturday of SPRING 3 rd Week	Week 4, Spring quarter	11:59PM on 4/25/21 Sunday of Spring Week 4

*Expect to schedule and attend a hearing within a week of submitting your application.

**Decisions will be released the Sunday after your hearing.

For example:

Application Submitted	Hearing	Decision Released
10/22/20 FALL Week 3	Any time between 10/26-10/30 FALL Week 4	11/1/20 FALL Week 5



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✓ 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 -	

✓ SUPPLEMENTAL QUESTIONS

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



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2. How does the mission of your program align with the values of the Cultural Affairs Commission? In what ways does your event promote cultural awareness of marginalized communities, diversity, and/or art?

3. Describe what measures you are taking to track whether or not your goals are achieved.

4. 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.

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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 (please name sources & allocation if applicable)	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.
- ☐ Any questions have been checked first with the FAQ document

✓ 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 cac.arcfund@usac.ucla.edu. You can also visit our [office hours](#)! Times will be updated every quarter on our Facebook <https://www.facebook.com/UCLA.ARCFund/> and @culturalaffairs on Instagram.

- ☐ 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: cac.arcfund@usac.ucla.edu
Do not forget to attach your program agenda and proper documents.**

Last Edited: 1.21.21