CULTURAL AFFAIRS COMMISSION

Arts Restoring Community (ARC) Initiative Funding 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.
- 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.
- The program(s) must have cultural relevance, either by promoting cultural diversity, various cultures, and/or cultural awareness.
- **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.
- Funds may only be used to offset honoraria, facilities expenses, supplies, and other services/materials needed for programming.
- If you are using funds to create any **merchandise or advertisements** (e.g. mugs, posters, etc.) you are **required to include the [USAC logo](#).**
- Applications must be submitted **via email** with proper documentation attached to **cac.arcfund@usac.ucla.edu.**
- 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.

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- You must submit your completed requisition form <u>here</u> **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 allocation letter and proper documentation.** Failure to comply with any of the deadlines and guidelines will result in the rescindment of your fund.

➢ **DEADLINES**

Keep in mind that if you are applying to receive funding **BEFORE** your event will take place, please submit your application **at least three weeks prior** to the day the event is scheduled.

If your program is expected to take place in	Application Deadline	Hearings	Decision Released
Fall Quarter	**1st round: 10/16/21 at 11:59 pm** Saturday of FALL Week 3	Week 4, Fall quarter	**10/24/21 at 11:59 pm** Sunday of Fall Week 4
	2nd round: 10/30/21 at 11:59 pm Saturday of FALL Week 5	Week 6, Fall quarter	**11/07/21 at 11:59 pm** Sunday of Week 6
Winter Quarter	**1st round: 11/20/21 at 11:59 pm** Saturday of **FALL** Week 8	Week 9, Fall quarter	**12/05/21 at 11:59 pm** Sunday of Fall Week 10
	2nd round: 1/22/22 at 11:59 pm Saturday of WINTER Week 3	Week 4, Winter quarter	**1/30/22 at 11:59 pm** Sunday of Winter Week 4
Spring Quarter	**1st round: 2/26/22 at 11:59 pm** Saturday of **WINTER** Week 8	Week 9, Winter quarter	**3/06/22 at 11:59 pm** Sunday of Winter Week 9
	2nd round: 4/30/22 at 11:59 pm Saturday of SPRING Week 5	Week 6, Spring quarter	**5/08/22 at 11:59 pm** Sunday of Spring Week 6

- 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 10/30/21, Fall Week 5

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- ○ Hearing takes place between 11/1/21 - 11/05/2, Fall Week 6
- ○ Decision released by end of day on 11/07/21, Sunday of Fall Week 6

➢ **GENERAL INFORMATION**

Contact Information	
Organization Signatory	
Student Group/Organization	
Cell/Local Phone Number	**Email 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.

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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.

➢ **BUDGET BREAKDOWN**

If you prefer to fill out and attach this table as a separate document, please note that below.

Budget Line Item	Total Program Cost	Amount Requested from Other Sources (List name of funding source & allocation if applicable)	Amount Requested from ARC Fund
Advertising			
Equipment			
Facilities			
Honoraria			
Printing			

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Supplies			
Transportation			
Other			
Total Cost			

➢ **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 emailed to cac.arcfund@usac.ucla.edu with your allocation letter and proper documents attached.
  ● Refer to How to Fill Out a Req Form for more information about:
    ○ **Purpose of payment** (Section 3) - Explains ways your program can be funded (e.g. payment of invoice, purchase orders, honorariums, cash advances, reimbursement checks).
    ○ **Proper Supporting Documentation** (Pages 16-22) - Lists documents needed for each type of purpose of payment (e.g. scanned receipts, bank statements, invoices, etc.).
  ● If selected to receive funding:
    ● You are required to publicize the Cultural Affairs Commission through written and verbal publicity.
    ● You must submit your completed req form **no later than 3 weeks past your event date, or by Week 9 of the quarter during which it occurred, whichever is earlier.**

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If you have any further questions, comments, or concerns, feel free to contact us at **cac.arcfund@usac.ucla.edu**.

❏ **I have read and understand the aforementioned guidelines and criteria for the Arts Restoring Community Initiative.**
❏ **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 WITH SUBJECT LINE "[ORG NAME] APPLICATION - [FUNDING PERIOD]".

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