



CULTURAL AFFAIRS COMMISSION

Arts Restoring Community (ARC) Initiative Funding Guidelines

Background

The Cultural Affairs Commission (CAC) is one of the fifteen offices in the Undergraduate Student Association Council (USAC). The mission of CAC is to put on quality programming with cultural, political, or social relevance that is accessible to all students. The commission is focused on “edutainment” (education + entertainment), arts activism, and student-run programs that ignite dialogue regarding current events, facilitate an exhibition of creativity, and promote cultural opportunities on campus. From Bruin Bash to Hip Hop Explosion to the JazzReggae Festival, our events are some of the most recognized events at UCLA, bringing entertainment to both campus and the greater Los Angeles community, all in a collective effort to promote cultural awareness and dialogue.

The ARC Referendum

Following the Arts Restoring Community (ARC) Referendum passed during the 2014 USAC Elections, CAC was allocated over \$100,000 to provide for arts and cultural groups, up from just \$15,000 covered by the CAC Mini-Fund in previous years. Under the previous system, it was reported that student groups applied for up to \$50,000 in funding in spite of the \$15,000 CAC was able to offer. As such, this expanded budget will greatly improve the scope and extent to which CAC will be able to provide for the needs of student groups.

CAC has worked to conscientiously develop the institutional mechanisms necessary to ensure that our expanded funding pool is managed equitably and with transparency. Our funding guidelines and policies are designed to address the following:

- 1) Accessibility of school funding to as many student groups as possible
 - All Student Organizations, Leadership & Engagement (SOLE)-registered student groups are welcome to apply as long as their event relates to arts and culture.
 - The application is available on the CAC website and under the USAC Programming Funds tab, as well as FAQs to make the application process as smooth as possible.
- 2) Responsibility and transparency
 - Board positions are available to those outside of CAC. We encourage student leaders of cultural or arts groups to sit on the board. No experience with finance is needed, but it is helpful.



CULTURAL AFFAIRS COMMISSION

- All funding applications are transparent — results will be released through the SGA Budget Report. You will be able to view everyone's allocations as opposed to just being notified of your own allocation.
- Using data provided in the written applications to guide decision-making. Event efficiency, accessibility, purpose, and target audience are analyzed when making allocation decisions.
- Conduct face-to-face conversations via hearings to clarify any existing ambiguities within the application and give club representatives a chance to ask members of the ARC Initiative any questions they may have.

Funding Guidelines

Funding periods will occur two (2) times a quarter, for a total of six (6) times during an academic year. Funding is not provided for any summer events.

Each SOLE-registered student group is eligible to apply for funding **once** per funding period for **up to (\$2500) per quarter**. Groups cannot apply twice in a single funding period. Large organizations that house multiple subsidiary organizations will be only considered for one event per funding period. Groups cannot receive funds exceeding \$2500 in one (1) quarter.

What is funded?

- Facility and venue costs (Not applicable unless campus reopens for in-person activities)
- Program supplies
- Technology, equipment, software, etc. if producing online content remotely
- Honorarium
- Youth outreach programs, while not the primary focus of ARC, will be handled on a case by case basis
- Cultural, artistic, and activist trainings and teachings
- If you are using funds to create any **merchandise or advertisements** (e.g. mugs, posters, etc.) you are **required to include the [USAC logo](#)**.

Given the nature of remote programming, email cac.arcfund@usac.ucla.edu to inquire about items not listed, or any other concerns you may have.

What is not funded?

- Retreats, banquets, and other events exclusive to organization members only



CULTURAL AFFAIRS COMMISSION

- Merchandise (e.g. t-shirts, jackets) that are NOT related to a specific, VIRTUAL-ONLY event for the general public
- Food (with exceptions)
 - Acceptable: food with cultural significance that is integral to a PUBLIC-WIDE event (e.g. learning how to make a cultural recipe)
 - NOT acceptable: pizza/drinks for a club banquet, food that is not tied to artistic, cultural, or activism-related mission
 - If we choose to fund food items, please keep in mind that the ARC Initiative is bound to [UCLA's Single-Use Plastics Policy](#)

Funding Cycle 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 Fall Week 6
Winter Quarter	1st round: 11/20/21 at 11:59 pm Saturday of <u>FALL</u> 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 <u>WINTER</u> Week 8	Week 9, Winter quarter	3/06/22 at 11:59 pm Sunday of Winter Week 9

- 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



CULTURAL AFFAIRS COMMISSION

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

Funding Walk-through

- 1) Fill out the application on the CAC website and email it to cac.arcfund@usac.ucla.edu by the appropriate deadline. We will send you an email notifying the application has been received. Please use an email that is actively checked!
- 2) We will send out another email providing times for you to schedule a **mandatory hearing**. Hearings are scheduled on a first come first serve basis. If you are not able to meet during the given time or need to reschedule your hearing, please email us ASAP and we will try to accommodate accordingly.
- 3) To prepare for your hearing:
 - Please prepare a short opening detailing what your event is and its purpose.
 - It is preferable for the head event planner to attend the hearing, but not required.
 - If you miss your hearing without notice, your application will be rejected.
- 4) If funding is approved, you must submit your completed requisition form [here](#) **no later than 3 weeks past your event date**, or by Week 9 of the quarter during which it occurred. **Please attach your allocation letter and proper documentation along with your requisition form.**
 - Refer to [How to Fill Out a Req Form](#) for more information about:
 - **Purpose of payment** - Section 3, detailing what ways your program can be funded (e.g. payment of invoice, purchase orders, honorariums, cash advances, reimbursement checks).
 - **Proper supporting documentation** - Pages 16-22, Documents needed for each type of purpose of payment (e.g. scanned receipts, bank statements, invoices, etc.)
- 5) If you know in advance that you won't be using all of the funding you requested, email us to let us know. If we notice that you do not turn in your requisition forms and you fail to notify us of your intent to decline funding, applications from your group might be jeopardized in the future.

CAC reserves the right to change its funding policies from year to year as needed. All allocations will be made without regard to viewpoint and shall be based solely upon viewpoint-neutral criteria.

Last updated: October 12, 2021