



## Arts Restoring Community (ARC) Referendum Funding

### BACKGROUND

The Cultural Affairs Commission is one of the fifteen offices in USAC, the Undergraduate Student Association Council. The mission of the Cultural Affairs Commission (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; the Cultural Affairs Commission (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 provide for the needs of student groups.

While the function of the fund will remain primarily the same, the Cultural Affairs Commission developed the institutional mechanisms necessary to ensure this new expanded funding pool is managed fairly and equitably. Our newly formulated funding guidelines and policies were designed to address the following:

#### 1) Need for openness and accessibility to all student groups

- All 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) Ensured responsibility and transparency of the allocation of funds

- 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.



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- 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, event efficiency is analyzed and utilized in event allocation decisions.
- Hearings serve to clarify any existing ambiguities within the application.

### FUNDING GUIDELINES

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

Each Student Organizations, Leadership & Engagement (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. for producing online content remotely
- Honorarium
- Youth programs, while not the primary focus of ARC, will be handled on a case by case basis
- Cultural, artistic, and activist trainings and teachings
- Given the nature of remote programming, email [cacarcfund@asucla.ucla.edu](mailto:cacarcfund@asucla.ucla.edu) to inquire about items not listed

### WHAT IS NOT FUNDED?

- Retreats, banquets, events excluded to organization members only
- Food (exceptions may be made depending on the nature of the program)
  - Acceptable: food with cultural significance that is integral to the event (e.g. learning how to make a cultural recipe, catering that is relevant to the cultural theme or topic of the event)
  - NOT acceptable: pizza/drinks for a club banquet, catering that is not tied to artistic, cultural, or activism-related mission
- T-Shirts



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## FUNDING APPLICATION 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	<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

\*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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## FUNDING WALK-THROUGH

1. Fill out the application on the CAC website and email it to [cacarcfund@asucla.ucla.edu](mailto:cacarcfund@asucla.ucla.edu) by the deadline. We will send you an email notifying the application has been received. Please use an email that is actively checked
2. Once the deadline for the allocation has passed, we will send out another email to give you a time for a **mandatory hearing**. Hearings are scheduled on a first come first serve basis. If you are not able to meet during the given time, please email us ASAP (before the time of your hearing), we will accommodate accordingly.
  1. Please prepare a short opening detailing what your event is and its purpose
  2. It is preferable for the head event planner to attend the hearing, but not required
  3. If you miss your hearing without notice, your application will be rejected
3. If you know in advance that you won't be using the funding, 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.
4. If funding is approved, 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. **Please attach your printed allocation letter and proper documentation with your requisition form.**

## FINAL NOTE

CAC reserves the right to change its funding policies next year.

All allocations will be made without regard to viewpoint and shall be based solely upon viewpoint-neutral criteria.

Last updated: August 28th, 2020