USA Contingency Capital Items Funds Application: 2018

To: USAC Finance Committee Chair

[*Organization/Commission*]

Applying For:
❑ Computer/Computer-related items
❑ Furniture [non-computer]

[*$Total Amount Requested$*]

Office use only:

E-Confirmation: _____

KHF Office #: _____

Audit #: _____

Contingency Capital Items Guidelines and Information

The Contingency Capital Fund is **an auxiliary source of funding for Capital Items only.** The Capital Items Fund shall be allocated twelve (12%) of the Total Surplus Funds available after the closing, audit, and publication of the previous fiscal year's financial results. **Please read the bullet points below to ensure that the application is dutifully completed.**

- **Eligibility:** To qualify for USA Contingency Capital Item Funds, you must be a USA Office, Commission or undergraduate student organization currently registered with the Center for Student Programming (CSP) **with an office in Kerckhoff Hall.** Please contact your CSP Advisor for more information.

- **Criteria:** The use of standard criteria is required for all funding decisions. You will also be scored on how well you complete each section of the application. Please refer to Article VI.C.4. of the USAC Bylaws for the criteria. Proposals should be typed. ==All line items must be accompanied with line item breakdowns and estimates.== For more details, see the USAC Website or http://usac.ucla.edu/documents/docs/Bylaws%202012-2013.pdf.

- **Submitting a Proposal:** Once completed, please submit the proposal by dropping it off in the Finance Committee mailbox #58 (located on the 3rd floor of Kerckhoff) **and** by emailing the electronic copy to usaficom@asucla.ucla.edu. **Proposals are due twenty-one (21) days prior to the purchase of the item(s).**

- **To Receive Full Consideration:** All proposals must be complete and underlined turned in on time. ==All proposals should also include estimates/quotes for items for which funding is requested.==

- **Capital Item requests fall under two categories:**
  - **Computer and Peripherals**
    For computer and peripherals, there is a cap of **$1,500** which can be used for such items (i.e. a computer, a monitor, a printer, lockdown and upgrades).
  - **Furniture [Non-Computer] Equipment**
    Requests submitted for furniture equipment may include such items as file cabinets, desk, chair(s), etc.

- **The following items may NOT be purchased with this fund**: laptops, refrigerators, microwaves, copy machines, televisions, DVD/CD players, digital cameras, camcorders, projectors, and other sound equipment. Final decisions will be made by the Chair of the Finance Committee.

- **Capital requests for a particular item may not be made within 18 months of purchase of same item**. Records from the Student Government Accounting office shall be used to review prior requests for capital items funding (ex. If a computer was purchased less than 18 months ago with USA funding, purchase of another computer will not be allowed).

- **All requested items must be documented & housed within the UCLA campus** with proper supervision and lockdown:
  - In a student government office
  - In a University office/department/lounge with a written acknowledgement by a university official.

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> (Your group will not be eligible to receive funding without the proper supervision and lockdown of the requested equipment.)

- **Quotes MUST be provided for every item you would like to purchase** (i.e., applicable quotes, invoices and pricing documentation). Requests that do not include all invoices, quotes or documentation will **not** be considered.
- **Audits**: Organizations may be subject to at least one **audit** of capital items by the Student Government Accounting (SGA) and Finance Committee Office.

GUIDELINES CAN BE FOUND AT http://usac.ucla.edu/funding/docs/funding_guidelines_financial.pdf

DISCLAIMER: Upon release of the funds, allocations for Capital Items will be made on a first come-first served basis. Once the capital funds for the year are depleted, applications for Capital Items will no longer be considered. Capital requests for a particular item may not be made within 18 months of purchase of the same item purchased with Capital Items funding.

Required Contact Information

1st Group Signatory:		Cell Phone #: ( ) -	Email: @
2nd Group Signatory:		Cell Phone #: ( ) -	Email: @

I have read and understand the aforementioned guidelines and criteria for the USA Contingency Capital Items Fund. I certify that the information provided in this proposal is correct.

Group Signatory 1 Signature: _____ ; Date: _____

Contingency Application Process

Wondering how the process works? Here is a timeline of the process and when you should expect to receive your allocation.

21 days prior to purchase of item	Turn request to mailbox #58 by 12 noon and email it to usaficom@asucla.ucla.edu. (Ex. If the item will be purchased on October 22, the application should be turned in and emailed by October 1, at the latest.)
Following…	**Wednesday:** Finance Committee decides on recommended allocation. **Saturday/Sunday:** Finance Committee submits recommendation for the following USAC Council meeting.
Next following…	**Tuesday:** USAC Meeting – USAC votes to approve Contingency allocations **Thursday:** Approved allocations are submitted to Student Government Accounting (SGA) for processing. **Saturday/Sunday:** Allocation email sent to the emails you specified below.

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<u>Primary Questions</u>
Each question rated on a point system: 0-missing, 1-poor, 2-satisfactory, 3-good, 4-very good, 5-excellent

Compliance with USA Office/Student Organization's Mission: What is your USA Office/Student Organization's mission statement?
How will these items help your office or organization fulfill its mission statement and/or yearly goals? (Limit 'Compliance' to 250 words.)

Statement of Need: In a brief, but detailed, summary please explain the reasons why you are applying for USA Contingency Capital and the need of EACH item you are requesting. **Include all estimates to supplement your narrative and explain each line item.** (Limit 'Statement of Need' to 200 words.)

Lockdown, Care and Protection: Please describe how EACH of these items will be housed and protected against theft and vandalism. Also, state how you will care for these items to ensure that they are properly maintained. These items must be housed within the UCLA campus: This information will be verified by the Finance Committee. Incomplete or inaccurate information will deem this application invalid. (Limit 'L.C.P.' to 150 words.)

Supplemental Questions
(These questions are designed to clarify any of the primary questions.)

Priority: What is the most important line item to the success of your organization? Why? If applicable, what is the second most important line item? Why? (Limit 'Priority' to 100 words.)

Access: Who will have access to these items? (Limit 'Access to 100 words.)

Budget: List below all the items for which you are applying. Be sure to also rank your priorities (1 being the highest).

Priority	Item Description	Item Cost(s)
	Total Cost	

OTHER SOURCES OF FUNDING (PLEASE SPECIFY SOURCES)	
SOURCE	**RECEIVED**
Example	*$100.00*

Contingency Programming Proposal Checklist
- ☐ Answered all questions completely
- ☐ Double-checked and correctly calculated the totals on the budget grid
- ☐ Prioritized your line items
- ☐ **Included Estimates *AND* Breakdowns of Line Items**
- ☐ Provided your contact information
- ☐ Read and signed the front page

Turn in completed proposals to the Finance Committee Office's Mailbox #58, then email us at usaficom@asucla.ucla.edu with the electronic copy of the application.

Office use only:

Dept Number: _____

Last Applied: _____