

UCLA CULTURAL AFFAIRS COMMISSION

311 Kerckhoff Hall – 308 Westwood Plaza Los Angeles, CA 90024

funding@culturalaffairscla.com

ARTS RESTORING COMMUNITY (ARC) FUND APPLICATION

✓ GENERAL INFORMATION:

The purpose of the Cultural Programming Mini-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 **\$5000.00**. 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 also be found on the "ARC Referendum Funding Guide" found on the CAC website.

- Eligibility- Must be an undergraduate student group/ organization registered with the Center for Student Programming (CSP).
- Each student organization may apply once per funding period
- **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 and/or facilities expenses and/or supplies.**
- Applications must be submitted **electronically** with proper documentation attached to funding@culturalaffairscla.com 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:
 1. You are required to publicize the Cultural Affairs Commission through written and verbal publicity.
 2. 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. Proper documentation is required. Failure to comply with any of the deadlines will result in the rescindment of your fund.



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DEADLINES:

- ✓ **Fall 1st Funding Period** – Due 11:59 PM Saturday before 0 Week
- ✓ **Fall 2nd Funding Period** – Due 11:59 PM Saturday of FALL 3rd Week
- ✓ **Winter 1st Funding Period** – Due 11:59 PM Saturday of FALL 8th Week
- ✓ **Winter 2nd Funding Period** – Due 11:59 PM Saturday of WINTER 3rd Week
- ✓ **Spring 1st Funding Period** – Due 11:59 PM Saturday of WINTER 8th Week
- ✓ **Spring 2nd Funding Period** – Due 11:59 PM Saturday of SPRING 3rd Week

| 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 | |
| CO-PROGRAMMING ENTITIES | |

In order for your application to be processed

Please fill out this Google Form:

https://docs.google.com/forms/d/1KYpI5i044F4OR_aZC-IrBBwRlZRoCb4kvho-jksxJaM/viewform



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Please keep all supplemental information brief, concise, and in the allotted space.

SUPPLEMENTAL INFORMATION

Give a description of your program. Describe the purpose, goals and objectives of the event. Additionally, please describe what measures you are taking to track whether or not your goals are achieved.

Please use this space to outline what the funds you are requesting would be used for, line-by-line. BE AS SPECIFIC AS POSSIBLE. Attach all supporting estimates/quotes/documentation.



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Budget breakdown of the entire event. *(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 | Amount Requested from CP Mini-Fund | Amount Allocated (leave blank) |
|-------------------|--------------------|-------------------------------------|------------------------------------|--------------------------------|
| Advertising | | | | |
| Equipment | | | | |
| Facilities | | | | |
| Food | | | | |
| Honoraria | | | | |
| Postage | | | | |
| Printing | | | | |
| Supplies | | | | |
| Telephone | | | | |
| Transportation | | | | |
| Other | | | | |
| Total Cost | \$0.00 | \$0.00 | \$0.00 | \$ - |



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Please include a list of other sources of funding, the amount applied for, and the amount received (if applicable).

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.

**If you have any further questions, comments, or concerns, feel free to contact us at funding@culturalaffairsla.com

I have read and understand the aforementioned guidelines and criteria for the Cultural Programming Mini-Fund.
I certify that the information provided in this application is correct.

Group Signatory
Signature: _____

Date
: _____

**PLEASE EMAIL COMPLETED APPLICATION TO funding@culturalaffairsla.com
Do not forget to attach supporting documentation.**

**In order for your application to be processed
Please fill out this Google Form:**

https://docs.google.com/forms/d/1KYpI5i044F4OR_aZC-IrBBwRlZRoCb4kvho-jksxJaM/viewform