



## Arts Restoring Community (ARC) Referendum Funding

### BACKGROUND

The Cultural Affairs Commission is one out of the fourteen 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 are 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 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

#### 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.
- 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 \$5000 per quarter**. Groups cannot apply twice in a single funding period. Groups cannot receive funds exceeding \$5000 in one (1) quarter.

### WHAT IS FUNDED?

- Facility and Venue Costs
- Program supplies
- Honorarium
- Youth programs, while not the primary focus of ARC, will be handled on a case by case basis.

### WHAT IS NOT FUNDED?

- Operational costs of running the organization e.g. retreats
- Food (exceptions may be made depending on the nature of the program)
- T-Shirts (exceptions may be made depending on the nature of the program)

### FUNDING APPLICATION DEADLINES

**1<sup>st</sup> Funding Period**— Due Week 8 of the previous quarter (For fall quarter, applications are due the Saturday before Week 0)



## **2<sup>nd</sup> Funding Period**— Due Week 3 of the same quarter

- **DISCLAIMER:** Applications should be sent in for the period when money is **needed, not when the event is going to take place**. Please take into account that the turnaround between the end of the allocation period and reception of the event codes/ allocation is usually around three (3) weeks.
- No retroactive funding is permitted
  
- Applications are accepted until the deadline. You are encouraged to submit your application as soon as possible!

**Fall 1<sup>st</sup> Funding Period** – Due 11:59 PM Saturday before 0 Week

**Fall 2<sup>nd</sup> Funding Period** – Due 11:59 PM Saturday of FALL 3<sup>rd</sup> Week

**Winter 1<sup>st</sup> Funding Period** – Due 11:59 PM Saturday of FALL 8<sup>th</sup> Week

**Winter 2<sup>nd</sup> Funding Period** – Due 11:59 PM Saturday of WINTER 3<sup>rd</sup> Week

**Spring 1<sup>st</sup> Funding Period** – Due 11:59 PM Saturday of WINTER 8<sup>th</sup> Week

**Spring 2<sup>nd</sup> Funding Period** – Due 11:59 PM Saturday of SPRING 3<sup>rd</sup> Week

## FUNDING WALK-THROUGH

1. Fill out the application on the CAC website and email it to [funding@culturalaffairsla.com](mailto:funding@culturalaffairsla.com) by the deadline. We will send you an email notifying the application has been received.
2. Once the deadline for the allocation has passed, we will send out another email to schedule a **mandatory hearing**. You must schedule your hearing within 48hrs after the email. Hearings are scheduled on a first come first serve basis.
3. Within three (3) weeks, you will hear back regarding the status of your funding via email.
4. If you know in advance that you won't be using the funding or you need to redirect the funds to a different event, 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.
5. If funding is approved, you must submit your completed requisition form in person to the CAC Office (Kerckhoff Hall, room 311), **no later than 3 weeks past your event date**, or by Week 9 of the quarter during which it occurred. Outside the CAC Office you will find an envelope labeled 'ARC Fund Requisition Forms'

## FINAL NOTE

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



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