

## FUNDING GUIDE

---

**Funding decisions are never guaranteed – precedence and/or basic qualification do not automatically result in approval of the application. Please read the following information BEFORE applying for funding.**

### Academic Fund

- Application Timeline
  - Completed application is due **at least** four weeks prior to either the date of the event or the due date of the earliest payment (whichever comes first)
    - The application requires a full budget for your project along with official invoices/quotes/estimates for each individual expense
    - Air travel requests must be made **at least** eight week prior to the date of travel
    - Faculty recommendation is due within 24 hours of submitting the application. Must be turned in to the USG Office (TCC 224) in a signed and sealed envelope addressed to the Academic Fund
    - All funding inquiries will be responded to within two business days, including changes to an application and funding decisions
  - Applications received within this four week deadline, or eight week deadline in the event of air travel requests, will be considered at the discretion of the Director of the Academic Fund.
- What is fundable?
  - Conferences, seminars, workshops and other academic events at the discretion of the board at which research is a component
  - Certain Research & Fieldwork Supplies (Case-by-Case Basis)
- The following are not eligible for funding:
  - Alcoholic beverages
  - Food, T-Shirts, Gifts, or any “hand-outs”
  - Gasoline costs for travel purposes
  - Reimbursements
  - Refundable deposits, deposits on future events, or cleaning/damage fees
- Maximum per Semester
  - Individual students may receive a maximum of \$1000 per academic year.
  - There is no bonus in this funding branch for attending a funding workshop.
  - Applications submitted by more than one student can be considered for more than the \$1000 limit, but no more than 10% of the fund’s annual budget can be spent on a single application.
    - Approved funds will be counted evenly among all applicants in consideration with their annual limit.

- Event location
  - Locations must be clearly stated on application with name, address, telephone number, and website
  - Location must accept VISA cards and allow for payment prior to arrival.
    - Note: Applicants cannot be given the USG Funding VISA to provide payment on location.
- Multiple Dipping (same group applying to different boards)
  - Applicants can receive funding from different boards throughout the academic year.
    - Progression towards an organization's limit is tracked individually by each board.
      - Ex. An organization receiving funding from the Academic Fund does not need to consider its funding from Leadership Fund earlier in the year when completing their application.
  - Applicants may receive funds from only one USG account per event.
    - Examples of other USG accounts include all USG Funding Boards, Program Board, and Recreational Club Council).