

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.

Discretionary Fund

- Application Timeline
 - Applications are due **at least** four weeks prior to either the date of the event or the due date of the earliest payment (whichever comes first)
 - Applications received within this four week deadline will be considered at the discretion of the Director of the Discretionary Fund.
 - Complete the funding application on the USG Funds website
 - The application requires a full budget for your program along with official invoices/quotes/estimates for each individual expense
 - Funding is a first-come, first-served program. Apply as early as possible to avoid delays caused by school breaks and other technical issues!
 - Submitted Inquiries will be responded to within two business days, including funding decisions and application changes
 - Event must be free for USC undergrads and on campus
 - Rare exception will be granted to off-campus events if free transportation is available to the event and the event has a significant benefit to the USC community
- What is fundable?
 - Staging & lighting, decoration
 - Talent, production, or production rights
 - Venue, staffing, security
 - Printing costs (non-promotional, materials necessary for use during the event)
- The following are not eligible for funding:
 - Alcoholic beverages
 - Food, T-Shirts, Gifts, or any durable goods
 - Any such items critical to the function of the program may be considered as an exception to this rule at the board's discretion
 - Refundable deposits, deposits on future events, or cleaning/damage fees
 - Promotional materials
 - Airfare
 - Reimbursements
 - Student vendors
- Maximum per Semester

- Individual organizations may receive a maximum of \$4,100 from the Discretionary Fund per academic year
 - Use of a USG Funds Workshop voucher may allow for a maximum of \$4,300 to be considered
- Collaboration: A collaborative application with multiple student organizations will be considered on a case by case basis. Approved funds will be counted evenly among all organizations involved in consideration with their annual limit.
- 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 Discretionary Fund does not need to consider its funding from Philanthropy 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).