

## FUNDING GUIDE

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**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 Startup 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 Startup 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
- What is fundable?
  - Promotional materials, any other goods that will promote the brand of the organization and attract members (such as t-shirts, banners, etc.)
  - T-Shirts funded by USG may only be produced by a vendor who is authorized to work with USC Trademarks. Please check <https://trademarks.usc.edu/authorized-vendors-student-organizations/>
- The following are not eligible for funding:
  - Food or drinks
  - Items for re-sale
  - Reimbursements
  - Student vendors
- Maximum per Semester
  - Individual organizations may receive a maximum of \$500 from the Discretionary Startup Fund
  - There is no bonus in this funding branch for attending a funding workshop.
  - Funding is strictly for those organizations that have been recognized by the Office of Campus Activities and are 3 semesters or younger in age.
  - No collaborations are allowed in this fund, strictly for one organizations use.
- 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).