

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.

Leadership 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 Leadership 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?
 - Programs that will contribute to developing leadership skills
 - Retreats, conferences, and development activities, etc.
 - Events on or near campus are preferred
 - Lodging (Case-by-Case basis)
 - If requesting hotel rooms, please provide proof that the hotel expenses are amongst the cheapest options. Please provide price comparison to other hotels if relevant.
- The following are not eligible for funding:
 - Alcoholic beverages
 - Food, T-Shirts, Gifts, or any durable goods
 - Deposits or fees pertaining to cleaning/damage
 - Any refundable deposits
 - Transportation costs (airfare, gasoline, taxi, etc.)
 - Reimbursements
 - Airbnb
- Maximum per Semester
 - Individual organizations may receive a maximum of \$3,600 from Leadership Fund per academic year.

- Use of a USG Funds Workshop voucher may allow for a maximum of \$3,800 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.
- 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 the organization's arrival.
 - Note: Organizations cannot be given the USG Funding VISA to provide payment on location.
 - Hotels must be able to provide credit card authorization forms.
- 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 Leadership Fund does not need to consider its funding from Discretionary 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).