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).