

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.

Professional 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 Professional 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?
 - Events must be on-campus and be open to all USC Undergraduates free of charge
 - Rare exception will be considered for off-campus events if free transportation is available to the event and the event has a significant benefit to the USC community
 - Only planned programs with career development purposes will be considered
- The following are not eligible for funding:
 - Alcoholic beverages
 - T-Shirts, Gifts, or any durable goods
 - Refundable deposits, deposits on future events, or cleaning/damage fees
 - Promotional materials
 - Reimbursements
 - Student vendors
- Maximum per Semester
 - Individual organizations may receive a maximum of \$2,500 from the Professional Fund per academic semester
 - Use of a USG Funds Workshop voucher may allow for a maximum of \$2,700 to be considered

- A collaborative application with multiple student organizations can be considered for more than \$2,500 but no more than \$4,000. Approved funds will be counted evenly among all organizations involved in consideration with their annual limit.
- Event Location
 - Events must be on campus and be free of charge to all USC Undergraduates
 - Off-campus events can be considered by the Fund if transportation to the event is free of charge and the event has significant benefit to the USC student body.
- 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 Professional 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).