

# Leadership Fund Guidelines

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**Funding decisions are never guaranteed – precedence and/or basic qualification do not automatically result in approval of an application. Please read the following information BEFORE applying for funding.**

## 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 with housing contracts are due **at least six weeks** prior to either the date of the event or the due date of the earliest payment (whichever comes first).
- Blank contracts must be submitted with the application, and **cannot** be signed by the student or advisor. Failure to adhere to this requirement will automatically result in disqualification.
- Applications received within this deadline will be considered at the discretion of the Director of the Leadership Fund.
- All application changes will be considered at the discretion of the Director of the Leadership Fund if it falls within the four/six week application deadline.
- Complete the funding application on the USG website.
  - The application requires a full budget for your program along with official invoices/quotes/estimates for each individual expense.
  - A list of names of individuals attending must be submitted **no later than one week** after the date of the applicant group's presentation.
    - Failure to do so may result in disqualification of funding.
  - 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.
- All applicants must submit the After Event Evaluation form found on the USG website within one week of the final day of the event.
  - This After Event Evaluation form must include a picture of all members in attendance at the event.
- Receipts must be submitted no later than **two business days** after the final day of the event. This timeline is accelerated as compared to other boards and is necessary.
  - Submission of receipts will be the responsibility of the applicant. Failure to do so in a timely manner will result in disciplinary action, and potential loss of future funding privileges.

## 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.
  - Purchase Orders for hotel lodging must be done through Christopherson Business Travel (vendor code 112004-0) <https://www.cbtravel.com/>

**The following are not eligible for funding:**



Alcoholic beverages



Food, T-Shirts, Gifts, or any durable goods



Transportation costs  
(airfare, gasoline, taxi, etc)



Deposits or fees pertaining to  
cleaning/damage



Any refundable deposits



Reimbursements



Airbnb, VRBO

**Maximum per Academic Year**

- Individual organizations may receive a maximum of \$3,600 from Leadership Fund per academic year. This maximum may be increased if an organization sends at least one representative from their organization to attend one or both of these events:
  - Attendance of the USG Funds Workshop will allow for consideration of an additional \$200 dollars to the funding maximum.
  - Attendance of one of the Bystander Intervention Training workshops will allow for consideration of an additional \$200 dollars to the funding maximum.
  - The maximum an organization can receive for attending both events is \$4,000.
- 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.

**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, Programming Boards, and Recreational Club Council).
  - For example: An organization may not apply and receive funds from both a Programming Board and the Leadership Fund to put on a leadership event for APA leaders on campus, you must pick one entity to receive funds from.