


USG
FUNDING
BRANCH
GUIDELINES



2019 -2020

Table of Contents

Remarks from Treasurer	3
New Information and General Notes	4
Frequently Asked Questions	5
Payment Types and Overview	6

Board Specific Guidelines

I. Leadership Fund	7
II. Professional Fund	10
III. Academic Fund	12
IV. Discretionary Fund	14
V. Discretionary Start-Up Fund	16
VI. Philanthropy Fund	18

Remarks

Note from the Treasurer:



Hello, my name is Rohan Parepally, and I am the Treasurer for the 2019-2020 school year. If you are reading this, then I assume you are trying to learn more about the process of receiving funds for you or your student organization. I am hoping this document will be comprehensive, and provide you a better understanding of the application process, presentations, timeline, and more.

To provide some context, it is important that you all understand where the funds that are being distributed are sourced. All funding that USG receives comes from the Undergraduate Student Programming Fee, a portion of every student's tuition aggregated to be invested into student programming events (i.e., speakers, cultural, professional events... and funding!). In short, these funds are sourced from you, to service you.

In the Funding branch, we are allocated money for the purpose of distributing these funds back to students. In order for this process to be fair and accountable, we have rules and regulations to get the job done, and ensure that financing acts as a limited barrier for students to engage in what they love. We take our jobs seriously and try to keep our mission in mind at all times: "funding passionate dreams, one application at a time."

Please keep in mind that this is a working document and areas may necessitate change. We will continue to update this document regularly to ensure that everyone has the most up-to-date information as possible. If you notice something that seems incorrect, or have further questions regarding the process, do not hesitate to reach out to a funding board director, or myself. We will do our best to help you navigate this process.

Thank you and Fight On!

Rohan Parepally
USG Treasurer 2019-20

New Information and General Notes

- 1. NEW THIS YEAR:** For applicants/organizations looking to cover DPS/FMS expenses for on-campus events, starting this year USG will be managing an allocation fund to subsidize/cover these expenses for RSOs. Applying to this fund will be separate from USG Funding, however, organizations will be allowed to utilize both to put on their events. More information to follow soon.
- 2.** Funding applications are handled on a first-come, first-served basis. Not only are you allowed to apply as early as possible, we encourage it. There is no limit on how early you can submit an application.
 - a.** Historically, the funding branch has run out of funds to distribute within the first two months of the spring semester.
 - b.** Especially for individuals or organizations who are attempting to plan for events that will happen in the spring semester, please secure final invoices and plans as soon as possible, and apply as soon as you can complete an application.
- 3.** Funding decisions are **never guaranteed** – precedence and/or basic qualification do not automatically result in approval of an application. Please read the guidelines for the board you are applying to BEFORE applying for funding.
- 4.** In order for an applicant organization to be considered for funding, they **must** have received recognition from USC Campus Activities.
- 5.** Funding timelines vary across boards, depending on payment types and expenditures. Please refer to the guidelines of the board you are applying to receive funds from.
- 6.** Failure to properly communicate with the Director or Assistant Director of the board in a timely manner may result in the rejection or disqualification of an application.
- 7.** An application is not considered “complete” if it is missing information required by the Director/AD or lacking proper invoices or quotes. The timeline of an application is subject to change under these conditions, and may result in disqualification of funding.
- 8.** Please keep in mind that the individuals running the funding boards are your peers, and are subject to many of the same obligations, stressors, and scheduling difficulties. Your patience and respect is genuinely appreciated.

Frequently Asked Questions

What is the USG Funds Workshop?

The USG Funds Workshop is an event put on (generally within the first month of school) by the Funding branch to provide insight into the funding process, explain the boards, meet the Directors. Attending the workshop allows you to receive an additional **\$200** dollars to the funding maximum. Attendance will be tracked and proof will be required to be allowed the increase.

What are the Bystander Intervention Trainings? How can we attend one? What does it entail and what are the commitments?

Bystander intervention is an effective, student led program designed to empower students to address and prevent sexual assault and harassment on college campuses. The Bystander Intervention Trainings offer valuable, well researched, and effective tools for identifying and stopping potentially dangerous situations before they occur. The trainings are a 1.5 hours and will take place the 1st and 3rd Saturday of every month from 11am -12:30pm . Sign ups to attend a training will open on August 26th.

One person from your organization must attend and inform/check-in with the student-workers/attendants. Attending the training allows you to receive an additional **\$200** dollars to the funding maximum. Attendance will be tracked and proof will be required to be allowed the increase.

What is the timeline of funding disbursement?

Generally, after an application is submitted, the Director of Assistant Director of the respective funding board will reach out to the applicant for additional documents/information (if necessary). Once the appropriate information is collected, the applicant will be scheduled for a presentation to the funding board. Following the presentation, the Director/Assistant Director will inform the applicant their funding decision within two business days and will start the paperwork process which is verified through multiple administrative personnel. This verification process takes about two weeks and is generally the longest part of the process. Once the Director/Assistant Director receives confirmation to move forward with the funding disbursement process, they communicate with the applicant to finalize all payments.

Payment Types and Overview

Internal Requisition (IR)

Payment process used within USC (e.g. USC Transportation, USC Express Catering, The Lab, USC departments, etc.). IRs are signed by the Director of Campus Activities, and are to be received in the USG office (TCC224) following notification from the Board. All IRs will be marked as “not to exceed” (NTE), which prevents USC vendors from charging over the approved amount.

Internal Billing Requisition (IBR)

Payment process to USC Facilities Management Services (FMS) ONLY. Payment is electronic, not a physical IR, and must be for the full amount quoted by FMS.

Purchase Order (PO)

POs are electronic payments for which a PO# is generated in either an email or through fax directly to approved vendors in contract with USC. Vendors are managed by the USC Business Office, which may be contacted for more information.

Procurement Card (P-Card)

VISA Credit card used for item purchases (Smart & Final, Ralph's, Amazon) and are managed by the Directors of the board and USG Staff.

Leadership Fund Guidelines

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.

Professional Fund Guidelines

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 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?

- Programs that will contribute to developing leadership skills:
 - Only planned programs with **career development purposes** will be considered
 - Events can be on or off campus if the potential career development can be conveyed to the Professional Fund

The following are not eligible for funding:



T-Shirts, Gifts, or any durable goods



Alcoholic beverages



Reimbursements



Promotional items



Deposits or fees pertaining to cleaning/damage



Refundable deposits/ deposits on future events



Student vendor

Maximum per Academic Year

- Individual organizations may receive a maximum of \$2,500 from the Professional Fund per academic semester. This maximum may be increased if an organization sends a 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 (applicable to only one semester).
 - The maximum an organization can receive for attending both events is \$2,900 in a single semester.
- 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 free of charge to all USC Undergraduates
- Off-campus events can be considered by the Professional Fund if 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, Programming Boards, and Recreational Club Council).

Academic Fund Guidelines

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).
 - The application requires a full budget for your project along with official invoices/quotes/estimates for each individual expense to be considered complete
 - Travel expense requests (airfare and hotel) must be made at least eight weeks prior to the date of travel
 - Faculty recommendation is due within 24 hours of submitting the application. Must be turned in to the USG Office (TCC 224) in a signed and sealed envelope addressed to the Academic Fund
 - All funding inquiries will be responded to within two business days, including changes to an application and funding decisions
- Applications received within this four week deadline, or eight week deadline in the event of air travel requests, will be considered at the discretion of the Director of the Academic Fund.

What is fundable?

- Programs that will contribute to developing leadership skills:
 - Conferences, seminars, workshops and other academic events at the discretion of the board at which research is a component
 - Purchase Orders for hotel lodging must be done through Christopherson Business Travel (vendor code 112004-o) <https://www.cbtravel.com/>
 - Certain Research & Fieldwork Supplies (Case-by-Case Basis)

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

Maximum per Academic Year

- Individual students may receive a maximum of \$1000 per academic year.
- There is no bonus in this funding branch for attending a funding workshop or the Bystander Intervention Training.
- Applications submitted by more than one student can be considered for more than the \$1000 limit, but no more than 10% of the fund's annual budget can be spent on a single application.
 - Approved funds will be counted evenly among all applicants 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 arrival.
 - Note: Applicants 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 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, Programming Boards, and Recreational Club Council).

Discretionary Fund Guidelines

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 received within this four week deadline will be considered at the discretion of the Director of the Discretionary 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
- Event must be free for USC undergrads and on campus
 - Rare exception will be granted to off-campus events if free transportation is available to the event and the event has a significant benefit to the USC community

What is fundable?

- Talent, production, or production rights
- Staging & lighting, decoration (rentals only) only from a PO vendor
- Venue, staffing, security
- Printing costs (non-promotional, materials necessary for use during the event)

The following are not eligible for funding:



Alcoholic beverages



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

(Any such items critical to the function of the program may be considered as an exception to this rule at the board's discretion)



Promotional items



Student vendor



Deposits or fees pertaining to cleaning/damage



Any refundable deposits



Reimbursements



Airfare

Maximum per Academic Year

- Individual organizations may receive a maximum of \$4,100 from the Discretionary Fund per academic year. This maximum may be increased if an organization sends a 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 \$4,500.
- 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.

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, Programming Boards, and Recreational Club Council).

Discretionary Startup Fund Guidelines

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 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 utilize the below link for access to approved vendors for the purchase of fundable materials
<https://trademarks.usc.edu/authorized-vendors-student-organizations/>

The following are not eligible for funding:



Food or drinks



Items for re-sale



Reimbursements



Student vendor



Maximum per Academic Year

- 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 or a Bystander Intervention Training workshop.
- Funding is strictly for those organizations that have been recognized by Campus Activities and are 3 semesters or younger in age.
- No collaborations are allowed in this fund, strictly for one organization's 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, Programming Boards, and Recreational Club Council).

Philanthropy Fund Guidelines

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 received within this four week deadline will be considered at the discretion of the Director of the Philanthropy 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

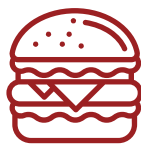
What is fundable?

- Planned programs that focus on hands-on community service (i.e., purchase of bookshelves, desks, or tables for educational benefit)
- Food will be considered by the Philanthropy Fund on a case-by-case basis if it is deemed central to the event. Final decision is up to the discretion of the director.

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

Maximum per Academic Year

• Individual organizations may receive a maximum of \$5,000 from the Philanthropy Fund per academic year. This maximum may be increased if an organization sends a 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 \$5,400.

• 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.

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 Philanthropy 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).