

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 (optional).
 - 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 and events which contribute to a student's research interests:
 - Conferences, seminars, workshops and other academic events at the discretion of the board at which research is a component
 - 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
(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).