Discretionary Fund Guidelines

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 requesting funding for Talent must apply at least six 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

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.
**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. Per the USG Bylaws, organizations collaborating to receive maximum funding can receive up to a maximum $6,000 and 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).