

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 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

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 \$6000 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).