

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 requesting travel expenses should be submitted **at least eight weeks** prior to the date of the event
- Applications received within this four week deadline, or eight 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 actively promote professional development will be considered:
 - 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).