Professional 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 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).