

EVP Travel Grant Guidelines

The EVP TRAVEL GRANT PROJECT is an initiative that is directly derived from the passage of the USAC Programming Referendum in 2002 that allocated funding to the EVP Office. This project will seek out applications from students interested in attending conferences and events for which they have difficulty finding funding.

I. Eligibility

Applicants

- Must be a currently enrolled undergraduate student enrolled in at least eight (8) quarter units.
- Must have Registered Student Group sponsorship.
- A Registered Student Group is recognized as a Student Group with three (3) signatories and an anti-discrimination form on file with the Center for Student Programming.

Conferences and Events

- Must relate to identity, advocacy, state/local/national/international issues, academic research, or a student group's core mission statement as stated in the group's bylaws or constitution.
- Grant may only fund transportation, accommodation, and registration fees.
- Funds may not be used for meals or other extraneous expenditures.
- Conference must have taken place and ended on or before June 3, 2012.

II. Application Requirements

- The Travel Grant Application is available online at:
<http://students.asucla.ucla.edu/funding/misc.php>
- Organizations must submit an itinerary/agenda, and any other plans or documents associated with travel to be considered by the committee for funding.
- Organizations must also submit a breakdown of all co-sponsorships if applicable.
- Food may not be applied for in any capacity
- Organizations applying for travel costs that cover non-UCLA students will not be funded.
- Supplemental materials requested must be included with the application.

- Applicants must complete the Travel Grant Application, Date & Time Stamp the documents (available in Kerckhoff Hall 332, the Student Government Accounting office), and **submit the documents to the EVP Office, 300C Kerckhoff Hall** by 5pm on Monday.
- Applications are taken on a rolling basis and must be submitted **three weeks or 21 days** prior to the event for which you are applying for funding. **Submitting an application after this deadline will result in points docked off your application. A hard copy and an electronic copy must be turned in.**

III. Evaluation

- All applicants will be evaluated on the following criteria:
- Demonstrated history of group's involvement and expertise with the issue being addressed at the conference or event (15%)
- Demonstrated understanding of the relationship between the event and the UCLA community (in other words, how significant is this event to UCLA students?) (20%)
- Well-defined and clearly articulated demonstration of the goals/objectives for the event, as well as the relevance/importance of the event, for the applying student group. (25%)
- Clear, detailed plan to educate and impact UCLA based off of conference or event experience. (10%)
- Event costs per UCLA student attending (money requested divided by students attending). (10%)
- Quality of the application (10%)
- Furthers the Missions & Goals of the EVP Office (10%)
- In addition, a brief, mandatory hearing will be scheduled for the benefit of the committee to further evaluate the application following the above evaluation sections.

IV. Awarding and Payment

- The maximum award amount will not exceed \$550 per application for out-of-state programs numbering 10 or more and groups numbering 20 or more for in-state programs.
- All other applications will not exceed \$350 per application.
- A maximum of \$1,500 can be allocated per single organization per year.
- Organizations may apply for as many travel grants as they wish; however, the total amount must not exceed 1,500 per fiscal year.
- The maximum cap for any application is up to the committee chair.

- Retroactive funding will not be considered. You cannot **apply** for funding for a conference or event that you have already attended.
- Money will be reimbursed only upon receipt of proof of payment and attendance of the event, including original receipts and conference programs/other tangible proof of event attendance.
 - Proof of payment/attendance (receipts/programs) is **due within 15 business days of returning from the conference or event. Funding will be withdrawn if deadlines are not met.**
 - **Failure to complete report will result in major penalization of future applications.**
 - **Failure to turn in receipts/appropriate conference documentation will result in severe financial/academic penalties.**
- Please note that additional information or requirements may be requested at the discretion of the USAC External Vice President or the Travel Grant Director for evaluation purposes.
- Funding is guaranteed once per quarter if there are still funds available for the Travel Grant.

V. Checklist of Required Application Materials

- Travel Grant Application (1 hard copy and 1 electronic copy)
- Direct documentation of price quotes explicitly showing the price of what is to be funded (costs to be funded must be highlighted).
- Agenda and information for conference or event.
- List of attendees (who must be part-time students enrolled in at least 8 quarter units or full-time students).
- Other funding sources used.
- Line Items:
 - Registration:
 - a. Registration costs are paid for student organizations for conferences, training or any other type of event that requires a registration cost.
 - b. Registration costs may not be funded in they include membership fees.
 - c. Information required by the committee is as follows: conference itinerary, outline, or printout defining the registration prices; and contact information of who the registration is paid to.
 - Transportation:
 - a. Costs cover airfare, vehicle rental, bus, cab fee and personal vehicles.
 - b. Airfare may be utilized if the intended destination requires so. First class airfare is prohibited. All groups wishing to use airfare must submit prices or quotes.

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- c. In order to be considered for personal vehicle travel, the applying organization must submit documentation listing mileage printouts to and from the intended travel. A quote from the vendor will also suffice.
- d. Costs including cab fare, tolls and commuter buses may be applied for as reimbursable expenses under transportation.
- Lodging:
 - a. Lodging is to cover accommodations that are necessary for the organization to use during their travel.
 - b. Costs will cover hotels, motels, centers, suites or any other contracted overnight stay.
 - c. In order to be considered for lodging expenses, the organization at minimum is required to submit official documentation from the vendor or company, a list of rooms, the number of students per room, and the dates (start and end date) of required lodging. A quote will also suffice.
- Other:
 - a. Services that will be incurred during the travel can be applied for as well. Services include luggage fees, parking fees, etc.
 - b. Each item applied for under this line item requires a quote and will be approved on a case by case basis by the committee.

Questions and concerns should be directed to Gurpreet Kaur, the EVP Travel & Advocacy Grant Chair, at ucla.evp.grant@gmail.com.



**USAC Office of the
External Vice President**

Joelle Gamble

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