



USA Contingency Programming Fund Application

Quarter: Summer Fall Winter Spring Year: 2012

To: USAC Finance Committee Chair	[Program Name]
[Organization/ Commission]	
[Program Date(s)]	[\$Total Amount Requested\$]

Contingency Proposal Guidelines & Information

The Contingency Programming Fund is an auxiliary source of funding. **It cannot be used as the core or main financial support for your program.** The USA Contingency Fund shall be ten percent (10%) of the total membership fees that are anticipated for the USAC Budget. The USA Contingency Fund shall be used for funding items and activities which the USAC could not provide for during its initial budgeting process. The Finance Committee, through the USA Contingency Fund, with the approval of USAC by a majority vote, shall have the authority to fund in part, or in whole, any and all activities and organizations which it deems necessary or desirable to the general interest of the UCLA USA Student Body. **Please read the bullet points below to ensure that the application is dutifully completed.**

- **Eligibility:** To qualify for USA Contingency Funds, you must be a USAC Office, Commission, or registered undergraduate student organization registered. Contact the advisor of your organization for more information.
- **Criteria:** The use of standard criteria is required for all funding decisions. Proposals should be typed. All line items must be accompanied with line item breakdowns, expected attendance, agendas, and estimates (i.e. invoices and/or quotes). Please refer to Article VI.C.4.a-e of the USAC Bylaws and the USA Financial Guidelines for a complete description of all criteria.
- **Submitting a Proposal:** Once completed, please submit the proposal to the Finance Committee Mailbox #58 (located on the 3rd floor of Kerckhoff Hall on the lower right). Proposals are due at least twenty (20) days prior to the beginning of the program. Submission before the proposal deadline is highly recommended. You must also e-mail usaficom@asucla.ucla.edu to notify us of the application submission with the application and documentation attached to the email in one file. (Attach the proposal with the following file name: Organization Program Month Day Year. Attachments should be in .pdf, .doc, or .rtf.)
- **To Receive Full Consideration:** All proposals must be complete and turned in on time. **All proposals should also include estimates/quotes for each line item for which funding is requested.** Only proposals that meet such criteria will be given full consideration. If you do not submit documentation, you will not get funding.
- **Items that may not be purchased with Student Fees:**
 - Trophies; Charms; Cameras; Flowers and plants, Candles; Decorations; Picture Frames; Personal Gifts; Compact Discs (including DVDs); IM Sports Fees; Plaques and Engraving; Parking Citations; and Personal reimbursements of Honorarium payments made to (an) individuals(s) (Final discretion up to the Finance Committee Chair.)

***Please seek the advice of the advisor for your organization and/or the Student Government Accounting Manager before committing to any of the above expenditures.**

Contingency Application Process

Wondering how the process works? Here is a timeline of the process and when you should expect to receive your allocation.

20 days prior to start of program	Turn request to mailbox #58 by 12 noon and email it to usaficom@asucla.ucla.edu. (Ex. If the program runs from October 21-25, the application should be turned in and emailed by October 1, at the latest.)
Following...	Wednesday: Finance Committee decides on recommended allocation. Saturday/Sunday: Finance Committee submits recommendation for the following USAC Council meeting.
Next following...	Tuesday: USAC Meeting – USAC votes to approve Contingency allocations Thursday: Approved allocations are submitted to Student Government Accounting (SGA) for processing. Saturday/Sunday: Allocation email sent to the emails you specified below. (Be sure to provide emails that work!)

Required Contact Information

1 st Group Signatory:	<input type="text"/>	Cell Phone #:	() - <input type="text"/>	Email:	<input type="text"/> @ <input type="text"/>
2 nd Group Signatory:	<input type="text"/>	Cell Phone #:	() - <input type="text"/>	Email:	<input type="text"/> @ <input type="text"/>

I have read and understand the aforementioned guidelines and criteria for the USA Contingency Programming Fund. I certify that the information provided in this proposal is correct.

Group Signatory 1 Signature: _____ ; Date: _____

Primary Questions

Each question rated on a point system: 0-missing, 1-poor, 2-satisfactory, 3-good, 4-very good, 5-excellent

Description of Program: Please give a brief, but detailed, summary of your program and explain the importance of having this program. Be sure to include the date, location, & time of the program.

(Limit 'Description of Program' to 200 words.)

Goals and Objectives: Briefly state what you hope to accomplish at the completion of this program and give concrete ways of how you will do so. Please use bullet points for this section.

(Limit 'Goals and Objectives' to 150 words.)

Statement of Need: In a brief, but detailed, summary please explain the reasons why you are applying for USA Contingency and what line items this allocation would go towards. Include all estimates to supplement your narrative and explain each line item. (Limit 'Statement of Need' to 250 words.)

Supplemental Questions

(These questions are designed to clarify any of the primary questions.)

Description of Organization: Please give a brief description of your organization.
(Limit 'Description of Organization' to 50 words.)

Priority: What is the most important line item to the success of your program? Why? If applicable, what is the second most important line item? Why? (Limit 'Priority' to 100 words.)

Innovation: Is this a quarterly/annual event? If so, what is new or different about it this year?
(Limit 'Innovation' to 100 words.)

Audience: What is the number and makeup of your expected audience at the program?
(Limit 'Audience' to 75 words.)

Advising: When was the last time you contacted the advisor of your organization for this specific program?
(Limit 'Advising' to 50 words.)

Budget: Please fill out the worksheet(s) below. Be sure to provide additional line item breakdowns on (a) separate sheet(s), if applicable, and provide estimates for all line items. List ALL expenses, even if not requested from USA Contingency.

LINE ITEM	PRIORITY (ONE BEING THE HIGHEST)	TOTAL AMOUNT REQUIRED	AMOUNT REQUESTED FROM USA CONTINGENCY
EXAMPLE	1	\$200.00	\$100.00
¹ ADVERTISING:			
² GRAPHICS:			
³ FACILITIES:			
⁴ HONORARIUM:			
SUPPLIES:			
⁵ FOOD:			
⁶ TRANSPORTATION:			
⁷ INCENTIVES:			
⁸ OTHER:			
⁸ OTHER:			
	TOTAL:		

Please note the following:

¹**Advertising:** Relates to advertising in Daily Bruin and all Newsmagazines. (Maximum of \$355)

²**Graphics:** Items such as flyers, photocopying, printing, programs, banners, etc. (Maximum of \$500)

³**Facilities:** All quotes/estimates, including, but not limited to venue, rental equipment, and hired staff must be included. (Maximum of \$500)

⁴**Honorarium:** Must include biography of recipient(s). (Maximum of \$400)

⁵**Food:** Alcoholic items are excluded. (Mandatory Maximum of \$250)

⁶**Transportation:** Mileage costs are calculated at the 'charitable organizations' rate, as suggested by the Internal Revenue Service (IRS). Include map of route and mileage. (<http://www.irs.gov/newsroom/article/0,,id=232017,00.html>)

⁷**Incentives:** Refer to the USA Financial Guidelines.

⁸**Other:** Any additional line item(s) not yet stated.

Note: Retreats are funded up to a maximum of \$450 and should include the list of attendees.

* ALL line items **must** include estimates or quotes/invoices. Attach to this application.

OTHER SOURCES OF FUNDING (PLEASE SPECIFY SOURCES)		
SOURCE	REQUESTED	RECEIVED
Example	\$200.00	\$100.00

Contingency Programming Proposal Checklist

- Answered all questions completely
- Double-checked and correctly calculated the totals on the budget grid
- Prioritized your line items
- Included Estimates AND Breakdowns of Line Items**
- Provided your contact information
- Read and signed the front page

Turn in completed proposal with documentation to the Finance Committee Office's Mailbox #58, then email us at usaficom@asucla.ucla.edu with the electronic copy of the application.