RSG Funding Process
2015-2016

Annie Yang
Vice President of Funding
uscrsgfunding@gmail.com
RSG Funding Board Overview

- - -

● Consists of the Vice President of Funding and a Funding Chair from each of the 15 residential buildings
● Meets every Wednesday at 7:00 pm (Location TBD)
● Allocates funds to support programs benefitting the residential community

● Who can apply for funding?
  ○ RAs, RCs, ADs, BGs

Collaborations between RAs and BGs is highly encouraged!
Applying for Funding

- Pre-Application
- Application
- Review
- Program Evaluation
Pre-Application

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**Deadlines**

- **Programs under $200**
  - Must apply one week (7 days) before your program date

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**Program =** Program Total Budget
Pre-Application

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**Deadlines**

- **Programs under $200**
  - Must apply one week (7 days) before your program date

- **Programs over $200**
  - Must apply two weeks (14 days) before your program date
Pre-Application

Programs under $200

Must apply one week (7 days) before your program date

Programs over $200

Must apply two weeks (14 days) before your program date

Programs over $1000

Must apply three weeks (21 days) before your program date

Deadlines
Pre-Application

- Finalize the details of your program
- Contact your Senior Staff
  - They need to officially approve of your program before you can submit an application
  - Applications submitted without consulting your Senior Staff won’t be reviewed
Applying for Funding

- Pre-Application
- Application
- Review
- Program Evaluation
1. Go to rsg.usc.edu
2. Click on Funding: Funding Application
3. Fill out Application
4. Fill out Itemized Budget
5. Review for accuracy and submit
6. Email VP of Funding if you would like to present at Funding Board meeting (All programs over $1000 must present)

Don’t forget to also submit your program to ThinkTank!

Template can be found on the funding application under itemized budget.
Funding Application Sample
<p>| <strong>Name</strong> * | <strong>Annie Yang</strong> |
| <strong>USC Email Address</strong> * | <strong><a href="mailto:annieyan@usc.edu">annieyan@usc.edu</a></strong> |
| <strong>Phone Number</strong> * | <strong>(626) 230-1686</strong> |
| <strong>Position</strong> * | <strong>VP of Funding</strong> |
| <strong>Housing Area</strong> * | <strong>Parkside: Arts and Humanities</strong> |
| <strong>Program Title</strong> * | <strong>Highlighter Dance</strong> |
| <strong>Program Date</strong> * | <strong>Thursday, August 20, 2015</strong> |
| <strong>Program Time</strong> * | <strong>9:00:00 PM</strong> |
| <strong>Program Location</strong> * | <strong>McCarthy Quad</strong> |
| <strong>Projected Number of Attendees</strong> * | <strong>1000</strong> |
| <strong>Who is this program open to?</strong> * | <strong>All students on campus</strong> |
| <strong>Total Cost of Program</strong> | <strong>$800.00</strong> |
| <strong>Percentage of budget requested from RSG</strong> * | <strong>50%</strong> |</p>
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will there be a charge to residents?</td>
<td>No</td>
</tr>
<tr>
<td>Charge to Residents</td>
<td>$0.00</td>
</tr>
<tr>
<td>What advertising methods are being used for this program?</td>
<td>Facebook, Email Blasts, Flyers</td>
</tr>
<tr>
<td>Program Description</td>
<td>Highlighter Dance is an annual dance put on by Residential Student Government during Welcome Week. At the dance, students can....etc.</td>
</tr>
<tr>
<td>Which of these values does your program incorporate? Check all that apply.</td>
<td>Community</td>
</tr>
<tr>
<td>Itemized Budget</td>
<td><img src="#" alt="itemized_budget_template.xlsx" /></td>
</tr>
<tr>
<td>Itemized Budget</td>
<td>12.49 KB - XLSX</td>
</tr>
<tr>
<td>Other confirmed funding sources and amounts:</td>
<td>BG Funds, Ad Funds, Floor Funds</td>
</tr>
<tr>
<td>Other projected funding sources and amounts:</td>
<td>BG Funds- $40, AD Funds- $50, Floor Funds- $20</td>
</tr>
</tbody>
</table>
Have you consulted your Senior Staff and has he or she approved of the event? *

Senior Staff's Email Address *

By typing my name in this box, I confirm that I have read and agree to the terms and conditions of applying for RSG Funding and further understand that failure to adhere to those terms and conditions will result in a revocation of funding. *

Annie Yang

Created
6 Sep 2015
9:55:02 PM

PUBLIC
Thank you for applying for funding with RSG. Your application was successfully submitted and a copy was sent to the email address provided in the application. Please remember to forward your confirmation email to your senior staff and email the VP of Funding if you would like to present at the Funding Board meeting.

Your Funding Application Number is 2. Please write down this number and keep it for your records.

Thank you!

Annie Yang
VP of Funding
Residential Student Government
uscrsgfunding@gmail.com
Applying for Funding

Pre-Application

Application

Review

Program Evaluation
Review

Results will be posted on the website and emailed by VP of Funding by 10:00pm the day after the Funding Board meeting.
Applying for Funding

- Pre-Application
- Application
- Review
- Program Evaluation
Program Evaluation

- Evaluation packets are available online and **due 1 week after program date**
  - Program Evaluation Form
  - Copies of receipts
  - Flyer with RSG logo (Can be found on the website under Funding-Resources)
- Money is transferred to building account/CV card
- You will receive an email once the evaluation packet has been approved
Program Evaluation Packet

Evaluation Packets are due 1 week after program date

Funding Information

Name *
First Last

USC Email Address *

Phone Number *
###-###-####

Position *

Funding Application Number *

Program Name *

Date of Program *

MM DD YYYY

Housing Area *
<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected Total Cost of Program (as stated on funding application)</td>
<td></td>
</tr>
<tr>
<td>Actual Total Cost of Program</td>
<td></td>
</tr>
<tr>
<td>Percentage Requested from RSG</td>
<td></td>
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<tr>
<td>Percentage Awarded by RSG</td>
<td></td>
</tr>
<tr>
<td>All other sources of funding and amounts</td>
<td></td>
</tr>
<tr>
<td>Program Information</td>
<td></td>
</tr>
<tr>
<td>Number of people who organized the event</td>
<td></td>
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<tr>
<td>Amount of time to plan the event</td>
<td></td>
</tr>
<tr>
<td>Projected Number of Attendees</td>
<td></td>
</tr>
<tr>
<td>Actual Number of Attendees</td>
<td></td>
</tr>
</tbody>
</table>
Accountability Rule

Failure to adhere to all RSG regulations will result in the following course of action

ex: Failure to use the RSG logo on advertising materials, failure to turn in Evaluation packets on time, etc.

1\textsuperscript{st} Strike: warning
2\textsuperscript{nd} Strike: 2nd warning
3\textsuperscript{rd} Strike: NO FUNDING
Guidelines

- NO RETROACTIVE FUNDING
- RSG does not completely fund any program
- Certain items cannot be funded
  - Ex: gas for non-university vehicles, alcohol, anything illegal, anything that could cause liability issues, and personal gifts (prizes are okay)
- Housing areas may be put on funding probation if they do not adhere to RSG guidelines
Guidelines

- Inform the VP if a program date is changed
- All forms of advertisement used to promote the funded program (including Facebook events and email blasts) must contain the RSG logo found on our website
- Check for items in the field office (Can be found on the RSG website under Funding- Field Office Inventory)
Important Dates!

- **September 16th** – First Funding Board meeting when applications will be reviewed
- **September 23rd** – First program date RSG can fund
- **December 2nd** – Last Funding Board meeting
  - Deadline to apply for funding:
    - Programs under $200 – November 24th 12:00AM
    - Programs over $200 – November 17th 12:00 AM
    - Programs over $1000 – November 10th 12:00AM
- **December 4th** – Last program date RSG can fund
Alternate Sources of Funding

- Building Government
- Floor funds, BG funds, Faculty Master’s funds
- Program Board
- University Student Government (USG)
- Graduate Student Government (GSG)
Thank you for listening!

Any Questions?

Contact Information:
Annie Yang
Vice President of Funding
uscrsgfunding@gmail.com
rsg.usc.edu