Dean’s Fund: How To Apply For Funding

A comprehensive guide on the rules and procedures to request funding from the Dean’s Fund
Student Life and Leadership

- The Dean’s Fund is sponsored by Student Life and Leadership (formerly the Office of the Dean of Students)
Before you apply, you should know...

- Only clubs that are officially registered through Student Life and Leadership can apply for money from the Dean’s Fund.
- Only events that take place ON CAMPUS can be considered for funding.
- The Dean’s Fund CANNOT fund events that include religious ceremonies/practices/services (for example, we cannot fund a prayer service).
- The event has to be open to the ENTIRE campus (open to any student who wishes to attend).
- The event must be publically advertised prior to the day it takes place.
Funding Limit

- The maximum amount of money that a club can request from the Dean’s Fund is $400
Step 1: Register Your Club

- In order to receive funding from ANY of the four funding groups (Dean’s Fund, MPC, TGIF, ASUCI, and AGS) you MUST be a registered club on campus.

- To register your club, go to this link: http://www.campusorgs.uci.edu/registration/
  - Even if your club was registered last year, you must re-register your club again this year 😊
Step 2: Application

- To request money, you must fill out an application detailing your planned purchases/expenses.
- Find the application here: http://funding.clubs.uci.edu/forms/request/index.php
  - Scroll to the bottom and click “log in” to access the 3-page PDF application.
Step 3: After Approval

- Assuming your club is approved for “X” amount of money...
  - The Dean’s Fund board will e-mail you the set amount of money that they will allocate to your club, and the e-mail will specify what you are approved to spend the money on (based on your application)
  - You will also be required to fill out an evaluation form after your event. Evaluation forms must be filled out within 2 weeks of the event date
In order to receive your funds, you must submit a Check Request with ASUCI and provide them with copies of INVOICES or RECEIPTS for the items you were approved to purchase with the money you requested.
Clarity

- Applicants are **NOT** required to meet with the Dean’s Fund, so please make sure to fill out your application as thoroughly as possible.
- The board will contact you if additional information/clarity is needed regarding your application.
- If your application is approved, the board will contact you with an allocation amount. Funds will be transferred through an ASUCI funding account.
Applications must be submitted by 4:00pm on the day of the deadline. Deadlines are as follows:

- November 2\textsuperscript{nd}, 2012 (Today)
- January 4\textsuperscript{th}, 2013
- February 1\textsuperscript{st}, 2013
- March 1\textsuperscript{st}, 2013
- April 5\textsuperscript{th}, 2013
- May 3\textsuperscript{rd}, 2013
Questions?

- Please contact Ameeka Shenoy and Deandra Kuruppu at core@clubs.uci.edu
  - This presentation will be posted online at: http://www.campusorgs.uci.edu/