Undergraduate Student Government at
The University of Illinois at Chicago
Funding Guidelines
Funding Notes

The Purpose of the Undergraduate Student Government, as expressed in the constitution, is to provide:

1. Governance; by participating in tasks directed by the administration, recommend and appoint students to university boards and committees and perform all delegated duties honorably.
2. Advocacy; by representing the undergraduate body of UIC, promote positive multicultural and social growth on campus, and address, support and resolve issues that may adversely affect students by enhancing policies and procedures.
3. Service; by fortifying relationships with all organizations and assist in their goals, assist in the organization and coordination of the efforts of students, by providing assistance and support and serving as a liaison between student and administration.

Eligibility

Registered Student Organizations and students affiliated with a university department are eligible for Undergraduate Student Government grants.

Application Timeline:

- Preliminary meeting with a member of the Treasurer’s committee.
- Complete the application. Applications for grants must be submitted at least 15 business days (3 weeks) prior to the funding being needed.
  - The application requires an itemized budget, official quotes/unsigned contracts from vendors, purpose of the program and one contact person.
- After submission, the treasurer’s committee will review and present formal recommendations to the body; along with resolution if the recommendation is to fund.
- Applicants are updated weekly on the status of their application (being received, approved for house discussion, notification of grant being placed on agenda and voting decisions).
- If funding is approved, the contact person and the treasurer must set up a meeting with the business manager of Office of Dean of Students within 48 hours, at their earliest convenience.

General Guidelines:

- Applications for funding must be submitted 15 business days prior to the event. This allows time for the legislative body and the treasurer’s committee to ask questions concerning the allocation and for voting to occur.
- Each application should elaborate on the purpose of the programming/travel and how it will either progress the mission of the Undergraduate Student Government or allow for professional development of the student.
- Funding is allocated on the first come, first served basis. We encourage you to apply as early as possible.
• Funding decisions are not guaranteed.
  o The treasurer and the contact person for the grant are required to set up a meeting
    with the business manager to ensure the proper and most efficient allocation of
    the funds.
• Funding can only be used for Undergraduate Students of the University of Illinois at
  Chicago.
• Registered Student Organizations must apply for funding from the Student Activities
  Funding Committee prior to applying for funding from the Undergraduate Student
  Government.
• The Undergraduate Student Government holds the right to withdraw funding at any time.
• By funding your event, Undergraduate Student Government will be considered a co-
  sponsor.
• It is encouraged have a written proposal of your initial meeting with the Treasurer, prior
  to filling out the application. Within this proposal applicants should include any other
  sources of funding.
• The Undergraduate Student Government is a student-run organization. We are all
  students first. We request your patience in scheduling. Please consider attending our
  office hours for in person meetings.
• Multiple student organizations/affiliated student groups cannot apply for funding for the
  same event. One applicant per event/travel expense.

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• The Undergraduate Student Government does not and shall not discriminate on the basis
  of race, color, religion, creed, gender, gender expression, sexual orientation, age, national
  origin, ancestry, disability, marital status, or military status.

**Funding Appeals Process**

To appeal the decision of the Treasurer, Treasurer’s Committee or Legislative Body, the
applicant must email the Speaker of the House and be scheduled as a speaker at the following
general meeting.
Service Grant

Funding decisions, as voted upon by the legislative branch, are not guaranteed—pending post approval meeting with business manager of Office of Dean of Students. Failure to do so will jeopardize the ability of the Undergraduate Student Government to provide funding.

Purpose

The Service Grant provides funding for community service, engagement and impact projects, and initiatives. Projects must directly involve or impact the University of Illinois at Chicago Undergraduate Students. The Service Grant is reserved for programming that is aligned with the goals of the Undergraduate Student Government. To obtain this funding the applicant must be able to identify what members of the greater UIC community will be affected and how you will measure the success of this event.

Maximum amount that can be requested per applicant is $1,500 or $300 per student.

Application Timeline:

- Present proposal for event to the treasurer in a preliminary meeting. (Proposal should include the purpose of the event, value brought to the campus, where the event will be held, an itemized budget, and blank contracts/quotes.
- Submit application. Applications must be submitted 15 business days prior to the event.
- The Treasurer and their committee members will review the application and present recommendations to the legislative body at the next general meeting.
- The applicant will be updated weekly on the status of their application being received, approved for discussion, being added as a voting item and any voting decisions. Applicants are welcome to attend legislative meetings to answer any questions posed by representatives.
- Pending a majority vote by the representative body; the treasurer and the applicant contact person must schedule a meeting with the business manager of Office of Dean of Students within 48 hours.
- USG reserves the right to withdraw funding at any time.

What can be funded?

- Programs that engage the UIC, or surrounding community:
  - Speakers and educational events
  - Promotional materials necessary for events
  - Food at the discretion of the voting body
What cannot be funded?

- Donations or Charity
- Reimbursements
- Alcohol
- Outside Food in UIC Facilities
Travel and Professional Development Grant

Funding decisions, as voted upon by the legislative branch, are not guaranteed – pending post approval meeting with business manager of Office of Dean of Students. Failure to do so will jeopardize the ability of the Undergraduate Student Government to provide funding.

Purpose

The Travel and Professional Development Grant will allocate money for travel to conferences and competitions. This travel must be aligned with the mission of USG and follow all university policies. The travel grant recipients must include all names and UINs of all students traveling.

Maximum amount that can be requested per a student organization is $2,000 or $300 per student.

Application Timeline:

- Present proposal for event to the treasurer in a preliminary meeting. (Proposal should include the purpose of the event, value brought to the campus, where the event will be held, an itemized budget, and blank contracts/quotes.
- Submit application. Applications must be submitted 30 business days prior to the event.
- The Treasurer and their committee members will review the application and present recommendations to the legislative body at the next general meeting.
- The applicant will be updated weekly on the status of their application being received, approved for discussion, being added as a voting item and any voting decisions. Applicants are welcome to attend legislative meetings to answer any questions posed by representatives.
- Pending a majority vote by the representative body; the treasurer and the applicant contact person must schedule a meeting with the business manager of Office of Dean of Students within 48 hours.
- USG reserves the right to withdraw funding at any time.

What can be funded?

In regard to this particular grant, promptness is mandatory to avoid late surcharges.

- Travel expenses
- Lodging expenses
- Registration fees

What cannot be funded?

Reimbursements