**Requirements To Submit A CFC Grant Application**

<table>
<thead>
<tr>
<th>Applicant Initials</th>
<th>CFC Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>The person who filled out the grant and is attending this grant application intake interview is either the President or Treasurer of this Registered Student Organization.</td>
<td></td>
</tr>
<tr>
<td>This undergraduate student organization is currently registered with the Center for Student Involvement.</td>
<td></td>
</tr>
<tr>
<td>Either the President or Treasurer has completed the online CFC workshop for this Registered Student Organization.</td>
<td></td>
</tr>
</tbody>
</table>

**Grant Application Intake Checklist**

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<thead>
<tr>
<th>Applicant Initials</th>
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<tbody>
<tr>
<td>Confirmation of completion of the Online CFC Workshop for 2016-2017 is attached to this application.</td>
<td></td>
</tr>
<tr>
<td>This grant include all necessary supporting documents (room reservation confirmation, quotes, etc.)</td>
<td></td>
</tr>
<tr>
<td>All funding sources listed in the &quot;Other Funding Sources&quot; of the grant are for this specific event only.</td>
<td></td>
</tr>
<tr>
<td>All funding sources listed in the &quot;Other Funding Sources&quot; have been factored into this events budget.</td>
<td></td>
</tr>
<tr>
<td>I am aware that CFC does not fully fund any programs/events/publications etc.</td>
<td></td>
</tr>
<tr>
<td>The activity/event in this grant application is open to all UC Davis students.</td>
<td></td>
</tr>
<tr>
<td>All of the expected expenses for this event are listed in the &quot;line-item detail&quot; section of the CFC grant application</td>
<td></td>
</tr>
<tr>
<td>Every CFC line-item request has a quote included that was acquired within the last 60 days (from today's date.) (Quotes are not required for non-CFC line items.)</td>
<td></td>
</tr>
<tr>
<td>If this event requires a facility, the reservation for that facility is confirmed, is in my organization's name, and is attached to this grant application.</td>
<td></td>
</tr>
<tr>
<td>If there are ticket sales for this event, we have worked with the UCD Box Office to determine if we need to use them. +If there is net profit from an event sponsored by CFC, we understand that the organization must return the money up to the grant amount given by CFC.</td>
<td></td>
</tr>
<tr>
<td>We understand that if this is a travel-related event, the most we could be funded is $30-per participant, and we must provide receipts and a roster with the name of each UCD participant.</td>
<td></td>
</tr>
<tr>
<td>The organization's total grant requests for 2016-2017 has not exceeded $2,000.</td>
<td></td>
</tr>
<tr>
<td>The CFC grant application is signed by the President or Treasurer of our organization.</td>
<td></td>
</tr>
<tr>
<td>I understand that in order to keep any awarded CFC funds, I must pick up my Finance Agreement within 1 week of the funds being awarded, and return the finance agreement (signed by all 5 club officers) within 1 week of picking it up.</td>
<td></td>
</tr>
</tbody>
</table>