

CLUB FINANCE COUNCIL 2016-2017 GRANT APPLICATION INTAKE CHECKLIST

<i>For CFC Board Use Only</i>	
2016-2017	
Fall 1	Fall 2
Winter 1	Winter 2
Spring	
Name of CFC Board Member	

Print Name (Applicant)

Signature

Name of Organization

Date

Requirements To Submit A CFC Grant Application

Applicant Initials	CFC Initials
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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.		
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This undergraduate student organization is currently registered with the Center for Student Involvement.		
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Either the President or Treasurer has completed the online CFC workshop for this Registered Student Organization.		
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Grant Application Intake Checklist

Applicant Initials	CFC Initials
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Confirmation of completion of the Online CFC Workshop for 2016-2017 is attached to this application.		
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This grant include all necessary supporting documents (room reservation confirmation, quotes, etc.)		
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All funding sources listed in the "Other Funding Sources" of the grant are for this specific event only.		
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All funding sources listed in the "Other Funding Sources" have been factored into this events budget.		
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I am aware that CFC does not fully fund any programs/events/publications etc.		
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The activity/event in this grant application is open to all UC Davis students.		
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All of the expected expenses for this event are listed in the "line-item detail" section of the CFC grant application		
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Every CFC line-item request has a quote included that was aquired within the last 60 days (from todays date.) (Quotes are not required for non-CFC line items.)		
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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.		
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If there are ticket sales for this event, we have worked with the UCD Box Office to determine if we need to use them. <i>+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.</i>		
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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.		
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The organization's total grant requests for 2016-2017 has not exceeded \$2,000.		
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The CFC grant application is signed by the President or Treasurer of our organization.		
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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.		
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