

CLUB FINANCE COUNCIL 2016-2017_x000D_GRANT APPLICATION INTAKE CHECKLIST

<i>For CFC Board Use Only</i>	
2018-2019	
Fall	
Winter	
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**

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. | |

This undergraduate student organization is **currently registered** with the Center for Student Involvement. | |

Either the President or Treasurer **has completed the online Grant Orientation for this Registered Student Organization.** | |

Grant Application Intake Checklist

Applicant Initials **CFC Initials**

Confirmation of completion of the Online **CFC Workshop** for 2018-2019 is attached to this application. | |

This grant include all necessary supporting documents (room reservation confirmation, quotes, etc.) | |

All funding sources listed in the "**Other Funding Sources**" of the grant **are for this specific event only.** | |

All funding sources listed in the "Other Funding Sources" **have been factored into this events budget.** | |

I am aware that CFC **does not fully fund** any programs/events/publications etc. | |

The activity/event in this grant application is **open to all UC Davis students.** | |

All of the expected expenses for this event are **listed in the "line-item detail"** section of the CFC grant application | |

Every CFC line-item request **has a quote included** that was **acquired within the last 60 days** (from todays date.)
(Quotes are not required for non-CFC line items.) | |

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. | |

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.* | |

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. | |

The organization's total grant requests for 2018-2019 has **not exceeded \$2,000.** | |

The CFC grant application is **signed** by the President or Treasurer of our organization. | |

I understand that in order to keep any awarded CFC funds, I must **pick up my Finance Agreement** and **return the finance agreement (signed by all 5 club officers) within 1 week of receiving it via email.** | |