

Name of CFC Board Members:

Name of Applicant:

_____ Print Name (Applicant)

_____ Signature

Fall | Winter | Spring

_____ Name of Organization

_____ Date

Grant Application Intake Checklist Confirmation

Requirements To Submit A CFC Grant Application Initials

- The person who filled out the grant and is attending this grant application intake interview is either the **Primary leader, Secondary leader, or Treasurer** of this Registered Student Organization.
- This undergraduate student organization is **currently registered** with the Center for Student Involvement.
- Either the Primary leader, Secondary leader, or Treasurer **has completed the online Grant Orientation for this Registered Student Organization.**

Grant Application Intake Checklist

- Confirmation of completion of the CSI Online Grant Orientation for 2021-2022 is attached to this application. This grant includes 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 event's 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 today's 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.**
- We understand that CFC does not fund payments to UC students, staff, and faculty or provide support for ASUCD projects/events.
- 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 or donate the profits to a non-UC Davis affiliated non-profit.*
- We understand that if this is a **travel-related event**, the most we could be funded is \$60-per participant, and we must provide receipts and a roster with the name of each UCD participant.
- The organization's total grant requests for 2021-2022 has **not exceeded \$3,000.**
- The organization's grant requests for operational expenses related to the production or marketing of the event for 2021-2022 has **not exceeded \$1,000.**
- The CFC grant application is **signed** by the Primary leader, Secondary leader, 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 3 club officers) within 1 week of receiving it via email.