

Name of CFC Board Members:

Quarter: Fall | Winter | Spring

Print Name (Applicant):

Signature:

Name of Organization:

Date:

Grant Application Intake Checklist

Requirements To Submit a CFC Grant Application

- The person who filled out the grant and is attending this intake interview is either the Primary, Secondary, or Financial Officer and has completed the online Grant Orientation for this Registered Student Organization.
- This undergraduate student organization is currently registered with the Center for Student Involvement.
- Has an active agency account and is in good standing with CSI.

Grant Application Intake Checklist

- Confirmation of complete CSI Online Grant Orientation for 2022-2023 is attached to this application.
- All funding sources listed in the "Other Funding Sources" can/will be used for this event.
- 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 the expected expenses for this event are listed in the "line-item detail" section of the CFC grant application.
- Every line-item request which will be paid for by the grant 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 under 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.
- If this is a travel-related event, the most an organization could be funded is \$60-per participant, and they must provide receipts and a roster with the name of each UCD participant.
- The organization's total grant requests for 2022-2023 have not exceeded \$3,000.
- The organization's grant requests for operational expenses related to the production or marketing of the event for 2022-2023 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 complete my Finance Agreement and return the finance agreement (signed by all 3 club officers) within 1 week of receiving it via email.