

USAC Cultural Affairs Commission (CAC)
The Arts Restoring Community Initiative Fund (ARCIF)
 Frequently Asked Questions (FAQs)

1. *My organization would like to apply for ARC funding, when are the deadlines?*

AY23-24 ARCIF Deadlines		
Quarters	Funding Period (Date of Your Event)	Deadlines
Fall 2023	Week 6 (Fall) to Week 5 (Winter)	<u>Application Opens:</u> Thursday of Week 1 at 9AM PST (10/05/2023) <u>Application Closes:</u> Friday of Week 4 at 11:59PM PST (10/27/2023) <u>Hearings:</u> Monday through Friday of Week 5 (10/30/23-11/03/23) <u>Final Allocations Released:</u> Monday of Week 6 at 9AM PST (11/06/2023)
Winter 2024	Week 6 (Winter) to Week 5 (Spring)	<u>Application Opens:</u> Monday of Winter 2024 Week 1 at 9AM PST (01/08/2024) <u>Application Closes:</u> Friday of Winter Week 4 at 11:59PM PST (02/02/2024) <u>Hearings:</u> Monday through Friday of Week 5 (02/05/2024-02/09/2024) <u>Final Allocations Released:</u> Monday of Week 6 at 9AM PST (02/12/2024)
Spring 2024	Funding Period: Week 6 (Spring) to Finals	<u>Application Opens:</u> Monday of Spring 2024 Week 1 at 9AM PST (04/01/2024) <u>Application Closes:</u> Friday of Spring Week 4 at 11:59PM PST (04/26/2024) <u>Hearings:</u> Monday through Friday of Week 5 (04/29/2024-05/03/2024) <u>Final Allocations Released:</u> Monday of Week 6 at 9AM PST (05/06/2024)
CommUnity Fund*	<i>Not Applicable</i>	<i>The CommUnity Fund is currently not active and accepting applications. The ARCIF Chairperson will announce the opening of the Fund if funding permits for mid-to-late Spring 2024.</i>



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2. *I am not sure if my program is eligible for ARC. What should I do?*
 - a. The purpose of the Arts Restoring Community Initiative is to help alleviate some of the fiscal responsibilities student organizations face when putting on culturally oriented art and social justice programs. If you are not sure if your program is eligible for our fund, please email cac.arcfund@usac.ucla.edu and we will be happy to answer your questions via email or Zoom appointment to discuss!
3. *I have received my allocation letter. What is the next step?*
 - a. Please fill out a requisition (req) form online [here](#). After pressing Submit, a copy of the completed form will be emailed to you. Please download the form and save digital copies of your allocation letters, original receipts and/or supporting documentation (e.g. bank statements, invoices, graphics for advertising materials, quotes, etc.). These items must be submitted to ARC, via this [Google Form](#) (<http://bit.ly/ARCReqs23-24>), no later than 3 weeks past your event date, or by Week 9 of the quarter during which the event occurred—whichever is earlier. Failure to comply with any of the deadlines will result in extreme processing delays to access your fund or in extreme scenarios, the rescindment of funding.
4. *How do I submit my requisition (req) form?*
 - a. Please submit your completed req and all necessary supporting documentation to <http://bit.ly/ARCReqs23-24>.
5. *I just submitted a requisition form. When will I receive my check?*
 - a. You will be receiving your check from SGA by mail, and it will be delivered to the exact address you provide on the req form. Please be sure that the address you give accurately reflects your current residence. It often takes 3-5 weeks from the date that SGA receives your req in order for them to process your check. Please note that it may take SGA longer to process your request in spring due to the increasing workload. You can check the status of your check [here](#).
6. *What happens if there is an error or mistake on my requisition form?*



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- a. If there is a problem on your req that requires correction, you will receive an email directly from us or SGA. Therefore, when you fill out the ARC Initiative Application and req, be sure to provide an email address that you actively check. It is crucial that all necessary corrections are made in order for your req to be processed so you can receive your funding.
7. *I have submitted my requisition form and have waited 3-5 weeks but have not received the funding allocated, what should I do?*
 - a. Please check in with us to see if we have received and signed your req. If you have received a confirmation from us that your req has been signed, please email SGA and CC cac.arcfund@usac.ucla.edu regarding your request at saccount@asucla.ucla.edu.
8. *What is my 21 digit account number?*
 - a. ARC will provide you with this number to include on your requisition in your allocation email.
9. *Where do I sign?*
 - a. Please sign only the space labeled 'Student Org. Rep'. Do **not** sign any other sections of the requisition.
10. *What is a purchase order?*
 - a. A purchase order is an agreement that allows the vendor to pay SGA. Please ask your desired vendor if they accept UCLA Purchase Orders first, because SGA is not allowed to set up credit accounts with outside vendors per ASUCLA policies.
11. *What is a reimbursement check?*
 - a. Please choose this option if you already paid out of pocket for the budget line items in your application and would like to receive reimbursement money for those expenses. A reimbursement check will refund you money that has already been spent on event supplies. Please check what items are covered by funding before purchasing. All reimbursement reqs must be submitted with the original receipts from your purchase. Please note, no electronic forms of reimbursement will be accepted.
12. *What is a cash advance check?*



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- a. Please choose this option if you need cash funds to purchase supplies or pay for expenses before your event is scheduled to take place. Note that if you are applying for a cash advance, you should submit your funding application at least three weeks prior to when you need the funds, but that the funding calendar will **not** be moved to meet your funding needs. A cash advance check is a check issued for a specified amount of money that can **only** be used to purchase pre-approved items. Receipts of all purchases must be submitted within two weeks of the day the check is picked up. **Not submitting receipts in time will result in a hold placed on the university records of the payee and the person picking up the check.**

13. What is a payment of invoice?

- a. A payment of invoice is a direct payment to a vendor. The payee on the req must match the “make checks payable to” name/address on the invoice. Please attach the original invoice you received from the vendor.

14. What is an honorarium payment?

- a. An honorarium payment is a payment to a performer, speaker, artist or the like who will be attending/performing at your event. The check must be made out to the performer directly. You must attach an IRS Form W-9 (or W-8BEN for non-U.S. performers) and an ASUCLA Performance Agreement, both filled out and signed by the performer themselves.

15. How do I know what supporting documentation I need to submit?

- a. Refer to [How to Fill Out a Req Form](#) for more information about:
 - i. Purpose of payment - Section 3, detailing what ways your program can be funded (e.g. payment of invoice, purchase orders, honorariums, cash advances, reimbursement checks).
 - ii. Proper supporting documentation - Pages 16-22, Documents needed for each type of purpose of payment (e.g. scanned receipts, bank statements, invoices, etc.)

