

Securing Funding for your CHAC Group



CIVICHOUSE

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About this Guide

Finding adequate funding is a daunting task for student leaders at Penn. However, **there are many sources of funding for Penn student groups, many of which are frequently untapped.** This guide is meant to teach leaders of CHAC organizations about funding resources on campus. **We on CHAC Exec encourage our groups to read about all of these funding sources, even those whose names may not seem relevant, because many sources have less stringent guidelines than one may initially assume.**

The guide is broken into three main sections: CHAC and Civic House resources, student-led funding sources, and administrative/academic funding sources. However, this guide is by no means a comprehensive list of all funding sources on campus. It also does not cover outside funding resources including grants. Additionally, since many CHAC groups hope to plan fundraisers, we also included an appendix with important university policies regarding fundraising.

We on CHAC Exec hope that this guide helps to clarify how to receive adequate funding. Feel free to reach out to CHAC's Communications and Funding Coordinator (cfc@chacexec.org), co-chairs (chair@chacexec.org), or liaisons with any questions you have about funding.

Summary of Penn Funding Sources

Funding for General Expenses	Funding for Events
CHAC contingency	CHAC Fund
CHAC transportation funding	Engineering Student Activities Council (ESAC) Operations Fund
Engineering Student Activities Council (ESAC) Operations Fund	Engineering Student Activities Council (ESAC) Events Fund
Student Activities Council (SAC) budget	Faith Fund
Student Activities Council (SAC) contingency	Graduate and Professional Student Assembly (GAPSA)
Wharton Council budget	Intercultural Fund
Wharton Council contingency	Penn Alumni Student Society (PASS)
	Penn Traditions
	Social Planning and Events Committee
	Student Activities Council budget
	Student Activities Council contingency
	Student Sustainability Association at Penn (SSAP)
	Tangible Change (T-Change)
	Undergraduate Assembly (UA) Contingency
	United Minorities Council (UMC)
	Wharton Council budget
	Wharton Council contingency
	Academic Departments
	The Greenfield Intercultural Center (GIC)
	La Casa Latina
	Makuu
	Pan-Asian American Community House
	Trustees' Council of Penn Women

CHAC Resources

The Civic House Associates Coalition (CHAC) offers funding assistance to its constituent groups in two ways: The Fund for Student-Community Involvement and transportation funding.

The Fund for Student-Community Involvement

<http://www.vpul.upenn.edu/civichouse/chacresources.php>

The Fund for Student-Community Involvement is intended to support student groups in their effort to address issues affecting local and global communities through advocacy, training, and education.

There are two components to the CHAC Fund: an event-based fund (“the Fund”) open to all student groups regardless of CHAC recognition and a smaller contingency fund (“Contingency”) for expenditures that are essential to the work of CHAC recognized groups only.

Groups may use the Fund for service projects, seminars, collaborations, trainings, and other activities, as long as the event has a training or educational component. Contingency requests should be for expenditures that are essential for furthering a CHAC group’s mission.

Recurring events or events for which the student group has previously received support from the Fund will not be considered for the Fund. The Fund will accept applications that request food requests as part of an event’s necessary costs, but food grants will be capped at \$5 per expected attendee. Grant requests cannot exceed over \$1,000, and requests over \$500 are not typical.

The complete criteria and application for the Fund for Student-Community Involvement can be downloaded from the CHAC website and sent to CHAC’s Communications and Funding Coordinator at cfc@chacexec.org or can be submitted through the UA Common Funding App. Applications must be submitted at least two weeks prior to the event.

Transportation Funding

At the start of each semester, CHAC groups can apply for funds from the Civic House budget to be used towards transportation costs. Funding will be allocated by a committee of Civic House staff members and CHAC’s Communications and Funding Coordinator. If a group receives funding, it will need to designate a financial liaison who will pay for the group’s transportation costs in advance and submit receipts to Civic House for reimbursement.

Information about applying for transportation funding will be sent to the CHAC listserv at the beginning of each semester.

Student Funding Boards

The Engineering Student Activities Council (ESAC)

<http://www.penn-esac.com/>

The Engineering Student Activities Council (ESAC) is the umbrella organization for all engineering student groups. Each ESAC group has two sources of money: it can utilize money from its Operations Fund and/or apply for funding for events.

Operations Fund

The Operations Fund is a portion of money allocated to clubs from the overall ESAC budget every semester. Every club is given the same amount of Operations Fund. The Operations Fund is intended to help clubs cover contingency or miscellaneous costs that have been incurred but that no event proposals were submitted for. Operational funds can be allocated for such expenses as advertising, office supplies, print and copying, up to \$7 per person for meeting/event refreshments, or other expenses. A group does not need approval from the ESAC Board to use this money. For Fall 2012, the Operations Fund was \$100 for each club.

Event Proposal

Event Proposal Forms are meant for clubs to apply for funding for their expenditures in the upcoming month and are due the last business day of the ending month.

Faith Fund

<http://www.upenn.edu/chaplain/studentorgs/faithfund.html>

The Faith Fund provides event-specific support for activities that contain religious and spiritual themes. Non-religious Penn student organizations are eligible for event funding. Funding decisions are made by a representative student group convened by PRISM, Penn's interfaith and student religious life leadership organization

In order to receive funding, a group needs to apply through the UA Common Funding App. The UA Common Funding App is an app located at <http://cfa.pennapps.com> that allows student groups to apply to multiple funding sources at once. In order to fill out the application, first time users will need to set up a username and password connected to their Penn email address. After submitting the Common Funding App, the group will need to present at a Faith Fund meeting that falls at least 5 days prior to the scheduled event. A list of faith fund meetings can be found on the Faith Fund website, which is listed above.

The Graduate and Professional Student Association (GAPSA)

<http://gapsa.upenn.edu/>

The Graduate and Professional Student Assembly is an organization with membership open to all membership and involvement of Penn's twelve graduate and professional schools. GAPSA's Finance Committee awards funding to graduate student groups.

GAPSA's Finance Committee solicits applications for student group funding from Penn student groups throughout the year and awards funding once in the fall and once in the spring. Groups can apply for funding through GAPSA's website. Funding varies but usually averages around \$400. Groups must be comprised of undergraduate and graduate students, and preference is given to organizations that cater to larger student populations with memberships from a variety of Penn programs.

Intercultural Fund (ICF)

<http://www.interculturalfund.com/>

The Intercultural Fund (ICF) is intended to support events that break boundaries, celebrate diversity, and provide forums for underrepresented communities to express themselves. The ICF consists of representatives from Asian Pacific Student Coalition (APSC), Lambda Alliance (Lambda), Latino Coalition (LC), Penn Consortium of Undergraduate Women (PCUW), UMOJA, and United Minorities Council (UMC).

The ICF only funds collaborative events, and at least one sponsoring organization must be an ICF group. Additionally, collaborating groups should be equal partners in the planning of the event. Among the collaborating organizations there must be at least two student groups that are collectively associated with at least two different cultural centers.

The ICF highly considers the originality and creativity of a proposal during its review but will also consider existing events that foster intercultural collaboration. The ICF also gives preference to large-scale events. ICF does not fund events at which alcohol is present, sectarian activities, or fundraising activities.

To apply, applications must be submitted at least three weeks before the event through the UA Common Funding App or by emailing interculturalfund@gmail.com with a completed application downloaded from the ICF's website.

Penn Alumni Student Society (PASS)

<http://www.alumni.upenn.edu/pass/>

The Penn Alumni Student Society (PASS) is a student organization dedicated to facilitating relations among prospective students, current students, and alumni of the University of Pennsylvania. PASS provides financial resources for activities involving alumni interaction that foster meaningful alumni engagement and/or school spirit.

In order to apply, a group needs to complete the "Request for Penn Alumni Student Society Sponsorship" form, which can be found online on PASS's website. Applications can be submitted to Sweeten Alumni House or emailed to pass@ben.dev.upenn.edu. Each request will be considered at the next scheduled PASS Executive Board Meeting (generally held Thursdays at 6:30 pm).

If the request for sponsorship is approved, two members of the requesting group must maintain active membership in PASS by attending each GBM meeting (every other Thursday) for the successive year.

Penn Traditions University Life (U-Life) Committee

<http://www.alumni.upenn.edu/penntraditions/>

Penn Traditions facilitates the relationship between current students and alumni of the University of Pennsylvania by co-sponsoring and providing financial support for student activities involving alumni interaction. These co-sponsorship opportunities are managed by the University Life Committee (U-Life) of Penn Traditions, a committee made of students with a faculty advisor.

There is no maximum funding request, but the average requests have been granted between \$200-\$500.

Applicants may request funding for the following event expenses: materials, equipment, publicity, food & beverage, facilities, fees, and payment to professional performers or technical assistants. Requests for travel or accommodation expenses for individual applicants will be considered on a limited basis, and applicants will be encouraged to rent or borrow equipment whenever possible. The Penn Traditions U-Life Committee will consider funding alcohol for alumni/student events.

Applicants may not request funding for gift certificates, gift cards, or stipends for their own time or work in planning the program, or annual funding.

Applications can be submitted through the UA Funding App. They should be submitted at least two weeks prior to the event. The application needs to outline the entire event budget and prioritize expenses. Then, a member of the requesting student group must attend a Penn Traditions U-Life Committee meeting to further explain the sponsorship request.

Social Planning and Events Committee (SPEC)

http://specevents.net/?page_id=5

The Social Planning and Events Committee (SPEC) welcomes co-sponsorships from student groups across the undergraduate university community. SPEC has several different types of co-sponsorships, but all requests for co-sponsorships must be received no later than three weeks prior to the event.

All types of SPEC co-sponsorships can be applied for using the UA Common Funding App. Groups must give a short presentation to each committee for which they are applying; a SPEC representative will contact the group upon receipt of an application to set up a time for the presentation.

SPEC Fully Planned

SPEC Fully Planned is for events that are ready to go (costs are known, facilities are set, other sources of funding are finalized, etc.) but need financial assistance to be viable. All groups receiving Fully Planned Funding are eligible to receive SPEC's Sound services at no cost.

SPEC Fully Planned funds events that are entertainment, social, or social/cultural based. Fully Planned does not fund charity events.

SPEC Connaissance

SPEC Connaissance welcomes co-sponsorships for speaker events. The Connaissance directors will contact the group to present the request to the Connaissance committee.

SPEC to Represent Undergraduate Minorities (SPEC-TRUM)

SPEC to Represent Undergraduate Minorities (SPEC-TRUM) offers financing assistance to groups hosting events serving the multitude of minority interests on campus.

The Student Activities Council (SAC)

The Student Activities Council (SAC) is the predominant branch of Penn student government that funds undergraduate student groups.

SAC Recognition:

<http://sacfunded.net/policies/recognition/>

As of October 2012, SAC currently has a moratorium on recognizing new student groups. Once the moratorium is lifted, in order for a community service or advocacy group to receive SAC funding, they must be first become a member organization of CHAC. After gaining CHAC recognition, a group can apply for SAC recognition.

There are two types of SAC recognition. Comprehensive recognition entitles a student group to membership on SAC, eligibility for SAC funding, and all other SAC privileges. Restricted recognition gives a group membership on the Council and all non-funding related SAC privileges.

In order for a group to achieve recognition, the group must meet a documented need present within the Penn undergraduate community, have a board of officers only composed of full-time registered undergraduate Penn students, and have a group in which the majority of members are full-time registered undergraduate Penn students.

Any group that desires recognition or a change in the nature of their recognition must transmit a written request and supporting documentation to SAC's Executive Board at least 24 hours prior to the Executive meeting at which the group wants to be interviewed for recognition. The Executive board will approve a group with a majority vote.

SAC Budgets:

<http://sacfunded.net/funding/4a/>

Each year, SAC funded groups use the SAC Online system to create yearlong budget requests for the upcoming year. **SAC budgets for CHAC groups must be approved by CHAC advisors before being submitted to SAC.**

The complete list of SAC policies can be located on the SAC website. Below is a chart of what SAC typically does and doesn't fund:

Does Fund	Does Not Fund
Advertising costs for outside university publications if deemed essential to the group's primary mission and activities	Food and food-related costs
Phone service if a group has a permanent on-campus office space	Events that support or oppose a particular party, candidate or, legislation
Mailings	Events whose primary mission is to elicit support for religious ideologies and promote membership in sectarian organizations
The minimum in dues that is required for a group to remain a chartered member of a national organization	Fundraisers
Office supplies up to \$50	DP ads
Promotional items up to \$1,500 per year when awareness of group services is essential for the group's mission	Web hosting, website, or listserv costs
Funds related to the use of on-campus facilities (housekeeping fees, rental items, and security)	T-shirts
90% of facilities costs for revenue-sponsoring events	Prizes or gifts
Local travel for community/public service groups if essential to primary mission up to \$300	Ticket printing
Travel and lodging for approved speaker events	On-campus conferences
Conference/Registration/Tournament fees	Videographer services
Photocopies up to \$100 per year	
Banner printing at a maximum of \$100 once every five years	
Honoraria: (\$400 for fees greater than \$600; \$200 + 50% of remaining cost for fees greater than \$200 but less than \$600; fund in full for fees less than \$200)	
One speaker event per month with a limit of 6 speakers per year and 3 per semester	
Services such as coaching, directing, or instruction	
DJ services up to \$300	
50% of the costs for mandatory background checks	
Travel and lodging for approved speakers	

Some tips for compiling a SAC budget include:

- Begin planning for your SAC budget early. You need to be very detailed with your proposed budget and prepared to defend all of your proposed expenses.
- Make sure your proposed request ties in with your group's primary mission and that you demonstrate how your proposed funds are **crucial** for your group's ability to further its primary mission. Also make sure to emphasize how your group meets a unique need within the community (i.e. what your group does that makes it necessary to the Penn community).
- Make sure that you review SAC's funding guidelines; an application that breaks SAC's rules will usually not be viewed favorably.
- **Don't be afraid to reach out to your CHAC staff advisor, CHAC liaison, or CHAC's Communications and Funding Coordinator for assistance.**

SAC Contingency:

<http://sacfunded.net/funding/4b/>

SAC reserves a portion of its budget for contingency funding, which can be thought of as "as-you-need-it" funding. If a group holds an event that requires funds not included in their budget for that year, that event may be eligible for contingency funding.

Groups should submit contingency requests as soon as exact costs are known; at latest they should be submitted one month before the event.

In order to apply for contingency funding, a group should submit a contingency request online and then immediately schedule a meeting with SAC's executive board. Groups can appeal SAC Exec's contingency recommendation at the next SAC GBM.

Student Sustainability Association at Penn (SSAP)

<http://ssapenn.weebly.com/index.html>

The Student Sustainability Association at Penn (SSAP) is the official student sustainability umbrella group on campus. SSAP offers funding for events hosted by its constituent groups.

Events must be directly related to environmental sustainability issues, and preference for funding will be given to events that encourage discussion, exchange of information, and/or professional development. Preference is also given to collaborative events, events by groups who have not yet received SSAP funding that semester, and events held on-campus with an educational component.

To apply, the SSAP constituent group must complete the sponsorship application, which can be found on the Common Funding App or on the SSAP website. Request for sponsorship must be submitted at least four weeks prior to the scheduled event date. After the application is submitted, the constituent group SSAP representative will explain the idea/event at the next SSAP meeting.

Tangible Change (T-Change)

<http://www.dolphin.upenn.edu/tchange/>

Tangible Change funds collaborative events that promote interaction among disparate audiences. Tangible Change's committee is composed of representatives from student government branches, umbrella organizations, and other student groups that have event-planning experience and knowledge of university resources.

T-Change only funds events that are completely non-alcoholic. T-Change typically limits funding for food to around \$5/head based on expected attendance and does not fund honoraria. Additionally, T-Change only funds expenses that are relevant to Penn undergraduates (i.e. if there is an event with an expected attendance of 10 Penn undergraduates and 10 students from other schools, T-Change will only fund food for the 10 Penn undergraduates).

Any group wishing to receive funding by Tangible Change should submit an application using the UA Common Funding App at least 24 hours prior to the meeting at which it wishes to be interviewed for funding. A calendar of T Change meetings can be found on the T-Change websites.

Undergraduate Assembly (UA) Contingency

<http://pennua.org/>

The Undergraduate Assembly (UA) is the elected, representative organization of undergraduates at Penn. The budget committee handles UA contingency funding, a small amount of funding dedicated to being the last resort for one-time costs that student groups may incur. Only after a student group has exhausted all other avenues of funding can it go to the UA for contingency funding.

UA Contingency is not for miscellaneous or discretionary funds but is for detailed, line-itemed budget requests. UA Contingency does not fund food expenditures unless an event will not be able to occur without food. Additionally, UA Contingency will not commit to funding multi-year events. Programming should be geared towards a diverse group of students and cannot lobby for a particular political party or religious ideology.

To apply, a group can submit an application through the UA's website or the UA Common Funding App. All requests are vetted by the Budget Committee and then sent to the General Body where they're approved or denied. Authors of a proposed request should contact the UA Treasurer at least ten days before the request is to be voted on by the UA General Body.

United Minorities Council (UMC)

<http://unitedminoritiescouncil.org/>

The United Minorities Council (UMC) is an organization dedicated to facilitating interculturalism and promoting social justice at the University of Pennsylvania. UMC accepts funding requests for events and activities that support UMC's Mission to voice and act on issues of concern to minorities and celebrate all forms of cultural expression. UMC only funds events where at least one UMC group is involved in the planning of the event.

To apply, a group can submit an application on UMC's website or through the UA Common Funding App. Funding requests that are under \$100 and a collaboration between groups from two or more cultural centers are eligible for an expedited funding process in which UMC's Board will make a decision about funding within a week. If an event supports UMC's Mission but is not under \$100 or is not a collaboration, it will still be presented to UMC's general body for consideration.

Wharton Council

<http://beacon.wharton.upenn.edu/whartoncouncil/>

The Wharton Council is the umbrella organization for Wharton-recognized clubs. In order to become a member of the Wharton Council, a club should fulfill a unique niche within the Wharton community, have at least 25 club members, be composed of full time undergraduate Penn students, have a board that is at least 60% Wharton students, have a general body that is at least 50% Wharton students, and have a club constitution. Full details about gaining recognition can be found on the Wharton Council website.

At the end of each semester, fully recognized clubs submit a semester budget request for the following semester, specifically detailing planned events along with required expected costs. Wharton Council then chooses how much to allocate to the Wharton Council clubs.

For non –budgeted items, ad-hoc events, or club banners, clubs can apply for the WC Contingency Funds by submitting a contingency request form at least 15 days before an event.

Academic and Administrative Funding Sources

Academic Departments

Most academic departments have funds that they can contribute towards events that directly relate to that department. Each department has different procedures and guidelines on funding events and so should be contacted individually.

The Greenfield Intercultural Center (GIC)

<http://www.vpul.upenn.edu/gic/>

The Albert M. Greenfield Intercultural Center (GIC) is Penn's resource for enhancing student's intercultural knowledge, competency, and leadership. The GIC funds programs with an intercultural goal. To request co-sponsorship, send an email to the Director of GIC, Valerie De Cruz at decruz@upenn.edu with a description of the event, itemized budget, and other sources you are approaching for funding. This information should be sent at least three weeks before an event.

La Casa Latina

<http://www.vpul.upenn.edu/lacasa/>

The Center for Hispanic Excellence: La Casa Latina promotes greater awareness of Latino issues, culture, and identity at Penn. La Casa Latina offers limited funding for programming about Latino issues.

Makuu

<http://www.vpul.upenn.edu/makuu/index.php>

Makuu Black Cultural Center is a nexus of academic, professional, and personal growth for University of Pennsylvania students interested in Black culture and the African diaspora. Makuu provides limited funding for programming for Umoja, the umbrella student organization for student groups of the African diaspora, and its constituent groups.

Pan-Asian American Community House (PAACH)

<https://secure.www.upenn.edu/vpul/paach/>

Pan-Asian American Community House (PAACH) is a community center that develops and implements programs for leadership development and community service in close collaboration with Asian American student and community groups. PAACH offers funding for events that support PAACH's mission. Funding is on average \$100. Prior to applying for funding, the event needs to have been fully planned. Applications for funding should be submitted two weeks prior to the event. The application for co-sponsorship can be found on PAACH's website.

The Trustees' Council of Penn Women (TCPW)

<http://www.alumni.upenn.edu/groups/tcpw/grants.html>

The Trustees' Council of Penn Women is an international network of Penn Women Alumnae. The TCPW Grant is available to organizations that promote women's issues, the quality of undergraduate and graduate life of women, the institutional advancement of women, or the physical, emotional, and psychological well being of women. Awards are generally between \$1,000 and 5,000, but do not fund food or travel.

To apply, the grant application can be found on TCPW's website. Applications are due mid-February each year and award notification takes place in May for funding during the next academic year.

Fundraising:

If your group is unable to acquire funds using any of the previously listed sources, fundraisers can be an effective way to raise money, provide leadership opportunities to club members, promote organizational bonding, and gain recognition on campus.

The University has many policies about fundraising. A summary of those policies is listed below. A complete list of policies can be found at <http://www.upenn.edu/almanac/volumes/v57/n31/fundraising.html>.

1. All groups recognized by SAC, funded by the Graduate and Professional Student Assembly (GAPSA), or sponsored by the Undergraduate Assembly (UA) must get their event approved, in advance, by the Executive Director of the Office of Student Affairs.
2. Major ticketed events such as concerts, comedy shows, or other events that involve payment of professional artists' fees cannot be used for fund-raising purposes.
3. The only outside organizations that a group can fundraise for are charities which are nonprofit, tax-exempt organizations.
4. All checks received by student groups in support of the group must be made payable to the Trustees of the University of Pennsylvania and must be immediately endorsed with "For deposit only to the account of the Trustees of the University of Pennsylvania" on the back of the check.
5. Funds raised by student organizations for their own group activities must be deposited in a University account and disbursed in accordance with established student activities guidelines.
6. Student organizations should not use cash received to pay expenses.
7. Checks made payable to a charity should be sent by the student organization directly to the charity. The University will not issue gift receipts on behalf of charities.