

## Funding request Process

\*CSS will not begin accepting or hearing Funding Requests until the Monday night meeting of Fall quarter.

1. Fill out the online funding request survey
  - a. Here's the link: <https://www.surveymonkey.com/r/9T2KJVB>
2. Email [crownsen@ucsc.edu](mailto:crownsen@ucsc.edu) to schedule your presentation date and time. This is also a good time to ask any other questions you may have about putting in a funding request.
  - a. There is a TV upon which you can display a powerpoint (HDMI cable) if you so choose.
3. **(SOAR, SOMeCHA, Student Media, and Cultural Arts and Diversity groups only)**

Print and fill out the funding transfer form linked on the CSS website and bring this form with you to your presentation at Crown Student Senate. If you are not sure if this form applies to your group, please check with your financial advisor.

  - a. Fill out the first section that says "For Student Representative".
  - b. Completed forms can be given to the Chair at the beginning of the meeting or as you hand out required materials at the start of your presentation.
4. Come to your scheduled presentation time, bringing the completed form (as applicable) and two DETAILED copies of an itemized budget.
5. If you don't receive an email with the results of your funding request within 7 days of your presentation, please send a follow up email to [crownsen@ucsc.edu](mailto:crownsen@ucsc.edu).

## Questions You Will Be Expected to be able to Answer

1. When and where is your event (if applicable)?
2. Please give an overview of your event, including the purpose and what will be happening during the event (ie. speakers, activities, etc)?
3. Is this an open event?
  - a. If so, is it free for students? If not, who will be in attendance?
  - b. Additionally, if there is a charge for students, will there be a discount for Crown affiliated students if CSS chooses to fund this event (not required but much appreciated)?
4. How will you be advertising for this event?
5. How will sponsors of this event be recognised (ie. posters, social media, shout outs during the event, etc)?
6. Do you know how many Crown affiliates will benefit from this event, ie. approximate number of Crownie attendance? It's totally ok if you don't know, but if that information is available, it would be great to include that in your presentation.
7. Additionally, do you know how many members of this organization/group are Crown affiliated?
8. Where else have you gone to request for funding (ie. SUA, SOFA, provosts, or college program offices, etc)?
9. How much funding have you received so far for this event and how much are you hoping for/expecting?
10. If you fall short of your funding goal for this event, what happens (ie. do things get cut, if the event cancelled, etc)?