SOLR Reference Guide: Funding

A.S. Funding

• **Come up with a budget**
  - Before you request funding, know how much you’re going to spend and what you’re going to spend it on
  - Make sure the figures are realistic, and think about what you can cut out of the budget if you need to (aim for 30% of the total budget, just in case)

• **Submit an application online**
  - **At least 4 weeks prior to the event!**
  - Visit [http://as.ucsd.edu](http://as.ucsd.edu) and click on the “Finance” tab
  - Online request forms have not yet been created for the new funding process, but expect to see them next Fall
  - Make sure you have a space reserved for the event, and that you have started a TAP Form if necessary
  - Remember that A.S. will not fund food

• **Requests over $200**: Present a funding request to SOFAB
  - A PowerPoint is always recommended
  - Focus on the purpose of the event, who will benefit from it, and who the event is open to
    - Events open to all students are more likely to receive funding
  - Prepare a finalized copy of your proposed budget (8-10 copies of a handout are a good idea)
  - **NOTE**: Make sure you have sought funding from other sources (ex. fundraising) and you will be more likely to receive funding
  - Don’t be intimidated—they want to help your organization
Other Funding Sources

- **Triton Community & Competition Funds**
  - Visit [http://tcf.ucsd.edu](http://tcf.ucsd.edu) and submit an online application
  - Maximum of $500 rewarded to an organization
  - **Applications must be submitted 30 days prior to the event!**
  - Know what you want to pay for with the money, and fill in the budget accordingly (doesn’t have to be the whole budget)
  - Events open to all students are more likely to receive funding
  - Review the status of your request on the website

- **Fundraising**
  - Most restaurants in Price Center offer fundraising opportunities
  - Contact the shift manager and ask about what fundraising opportunities they offer
  - Get off campus and talk to vendors in the La Jolla area
  - Make sure you are advertising the fundraiser
  - Remember: fundraising means more business for the restaurant, so don’t be afraid to negotiate