**Umbrella Funding Application**

This template is not meant to be used without customization. Anything underlined in red is recommended for you to change to fit your Umbrella Organization. Some details will pertain to whether you access GSG directly for Umbrella Funds (in which case you will need to take our deadlines into consideration) or whether you are part of the UFDP, in which case your department and Umbrella officers impact processing time. Details also depend upon your regular meetings, your officers’ roles, and whether you want paper or online submissions (you can always adapt this for download or for Google Forms). You can of course add and remove other aspects of this form which are not in red at your discretion.

Please contact gsgfinea@usc.edu with any questions.

**GUIDELINES**

Funding applications must be submitted at least 6 WEEKS IN ADVANCE of the event date. If you do not submit your application in time, your application will not be reviewed.

Please note that we primarily fund RSOs who primarily target graduate students. We attempt to fund all relevant events, but funds are limited; therefore, applications will be reviewed and funds will be allocated on a first come, first served basis. The Umbrella Executive Board will approve or deny applications at its discretion.

We strongly encourage your RSO to exhaust its other funding opportunities (Discretionary, Joint, Social Justice and Volunteer Funds) from Graduate Student Government (GSG) before applying for Umbrella Umbrella Funds.

***You may NOT apply for both GSG general event funding sources and Umbrella Umbrella Funds for the same event.***

Please refer to the [GSG RSO Event Funding](http://gsg.usc.edu/student-funding/rso-event-funding/) page for resources describing vendor choices and payment methods.

If the application is approved for funding, you will be asked to turn in official quotes. Please have this information ready for timely issuance of funding. Final receipts/invoices and additional paperwork may be required post event.

\* Required

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| **General Contact Information** |
| **Email address \*** |
| *Your email* |
| **Contact person \*** |
| *Your name* |
| **USC ID# \*** |
| *Your student ID#* |
| **Phone \*** |
| *Your phone number* |
| **Recognized Student Organization (RSO) \*** |
| *Your RSO FULL name and abbreviation* |

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| **Event Information** |
| **With which campus do you identify? \*** |
| *Your main campus location (UPC or HSC)* |
| **Event name \*** |
| *Your event title* |
| **Purpose of event \*** |
| *A short description of your event, including an explanation for how the event will benefit the Umbrella graduate student population.* |
| **Date of event \*** |
| *Date* |
| **Time of event \*** |
| *Start Time* |
| **Duration of event \*** |
| *e.g. 2 hours* |
| **Event venue \*** |
| *Your event location* |
| **Expected attendance \*** |
| *e.g. 50* |
| **Percentage of attendees expected to be Umbrella graduate students? \*** |
| *e.g. 100%* |

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| **Funding Request** |
| **Expense Type**\* |
| *Your expense you would like us to fund (e.g. food)* |
| **Payment method**\*  |
| *Appropriate payment method (e.g. IR)* |
| **Requested amount \*** |
| *Your answer* |
| **Payable to \*** |
| *Your vendor for the abovementioned expense* |
| **Vendor Address \*** |
| *Correct address for your vendor’s location* |
| **Vendor Email \*** |
| *Point of contact for vendor* |
| **Vendor Phone \*** |
| *Point of contact for vendor* |