

Steps to Apply for Student Organization Funding (SAFC, SOFAB, SOOFA)

Page 2 and 3 are step-by-step instructions for the actual submission process.

1. Request and attend a mandatory pre-meeting

- a. Email orgfunding@uic.edu to schedule a meeting
 - i. Note: No pre-meetings will occur the day of a submission deadline or the day before.
 - ii. Pre-meetings are designed to help prepare you for submission.
 1. For SAFC pre-meetings: start gathering marketing materials, room confirmations, speaker/performer confirmations, AV Tech costs.
 2. For SOFAB pre-meetings: begin gathering documents supporting conference registrations, transportation, etc.
 3. For SOOFA pre-meetings: begin gathering documents supporting t-shirt costs & designs, business cards, office supply lists & costs, etc.

2. When you're ready to submit your final proposal, sign into go to uic.campuslabs.com/budgeting and sign using your netid and password. Click on "My Budget Requests" and click on "Create a Request" and click on the funding type that you are requesting (SAFC, SOFAB, SOOFA).

- a. Note: There are different forms for each funding type, please double check that you are filling out the proper form.
- b. Each description states the deadlines for submission. They are the same for ALL funding types (SAFC, SOFAB, and SOOFA).

3. After you have successfully completed and submitted your budget form, the person who submitted the form will receive an email with the second mandatory form within 48 hours.

- a. When filling out the second form, choose the same funding type that you filled out in the first submission as each type requires different documentation.
- b. The second form is where you upload all of the necessary information/documentation that makes you eligible for a funding hearing.
- c. **Your proposal will not be eligible for a hearing if you do not correctly submit both forms by the submission deadline.**
- d. Pro-Tip: Read ALL of the information on each page, all of the directions indicate what is required of you in order to be eligible for a funding hearing.

4. Email orgfunding@uic.edu if you have any questions regarding EITHER form.
 - a. Pro-Tip: Begin the submission process at least 48 hours before the submission deadline to allow for time to ask questions and clarify information.

5. After correct submission of both forms, the person who submitted will receive an email regarding scheduling for a hearing date and time. Choose the date and time that works for an officer of your organization.

- a. Hearing date and times are NOT flexible and will NOT be rescheduled.
6. **Attend your chosen hearing**
- a. If you miss a hearing date it is automatic denial
 - b. You will hear back about a decision 48 hours after your hearing.

Submission for funding does not in any way guarantee approval.

INSTRUCTIONS FOR PART 1 SUBMISSION: BUDGET CREATION

1. Go to uic.campuslabs.com/budgeting and click on “My Budget Requests” and click on “Create a Request” and click on the funding type that you are requesting (SAFC, SOFAB, SOOFA).
2. Request Owner indicates which organization you are submitting on behalf.
3. Request Title indicates the name of the budget i.e Annual Conference, Name of event etc.
4. Provide a brief description of what you're requesting funding for.
5. Read through the important directions on the next page. It outlines the deadlines, guidelines, and restrictions of funding.
6. Select the budget period for which you are applying for.
7. For SAFC & SOFAB: Write in the name, date, and timeframe of your event.
 - a. If it is a series, include each date and time.
8. You will now be required to create the actual budget piece, which outlines who/what/how much/etc.
 - a. There are two divided sections of this page.
 - i. On the top section you will read “Requested Total” and “Reviewer Adjusted Total”, you will not enter any information into this section. As you enter in line items the Requested Total section will populate and total your amounts for you.
 - ii. On the bottom section you will see the “Budget Section” and below it you will find the name of your request (you can edit this), underneath that is the “Add Item”. Click “add item” in order to begin creating line items for your budget. *For SAFC: Unless your event is a series, do not click on “+ another “event” section”.*
 - b. Once you click “add item” a new screen will pop up.
 - i. Click the “line item category” drop-down and select the items you are requesting funding for from the committee.
 - ii. Under each item in italics you will find brief tips/instructions.
 - iii. For the “Name” indicate what/who it is that you are requesting.
 1. i.e. Line Item Category is Marketing, the “name” is Moderate Publicity Package
 - iv. For the “Quantity” you will indicate the amount requested.
 1. For things like speakers/performers, marketing, room rentals, you will keep the quantity as 1.

- v. For the “Cost” section you will indicate the amount of money requested.
 - 1. IF there are multiple quantities of an item, you will insert the price per item into the cost section and indicate number of items in the quantity section.
- c. Add as many lines items as needed in order to complete your budget.
 - i. Anything not listed on your budget **cannot** be added at a later date. If your organization incurs new fees or costs that you did not request and get approved for, they will be the organizations responsibility to pay.
- d. REVIEW YOUR BUDGET. Then press submit. This step is FINAL.

INSTRUCTIONS FOR PART 2 SUBMISSION: UPLOADS

1. Once Part 1 is completed and submitted, the submitter will receive an email with the link to fill out Part 2 within 48 hours of submission.
2. On Page 1, indicate the type of funding that you are requesting.
 - a. Make sure this is the same type of funding that you filled out in Part 1. Each type of funding has different uploads required and if you submit two different types of forms your submission will not be eligible for a hearing.
3. On Page 2, enter your student organization name. NO ABBREVIATIONS.
4. After page 2, you will be asked to provide specific documentation that is applicable to your specific budget request.
 - a. Make sure this aligns with your part 1 submission. If these two forms differ in information, it will make you ineligible for funding.