

Penn Undergraduate Funding Guide

UA

**UNDERGRADUATE
ASSEMBLY**

UNIVERSITY of PENNSYLVANIA



Table of Contents

Introduction	1
Overview of UA & SAC Budgets	2
Common Funding Application	4
Academic & Administrative Funding Sources	9
Credits	13

Introduction

Dear Penn Undergraduates,

This document is intended to serve as a resource to all students at Penn who are seeking funding for their student groups. It has been compiled by members of two branches of Penn Student Government, the Undergraduate Assembly (UA) and the Student Activities Council (SAC), in an effort to provide greater and more transparent information about the various ways to get funding around campus. While many groups are funded by SAC, there are limits to what SAC is able to cover, and for groups that are just starting out that do not yet have a budget with the university, there are many sources available to receive funding.

Many students will find sources listed on the Common Funding Application (CFA) extremely helpful as a first stop for funds that cannot be provided via the group's annual budget. With more than a dozen sources available, there are plenty of options to choose from when it comes to applying for funding. The descriptions of these funding boards are contained within this guide, so please take a look through the following pages to learn more about from whom it is possible to receive funding, as well as what criteria must be met in order to apply to certain funding sources.

In addition, there are many administrative departments that will provide funding to undergraduate groups, whether it is for travel, speaker honoraria, food, or some other need. At Penn, there is generally always an outlet for funds - students just need to be proactive about sourcing out such funds. That is the purpose of this guide, to provide a first look for students in a comprehensive manner to access the various sources of funding at Penn. While this is by no means an exhaustive resource, we hope that it does provide assistance to you in search of funds to meet your needs and to follow your passions.

Regards,



Michael Krone
Chair, Student Activities Council



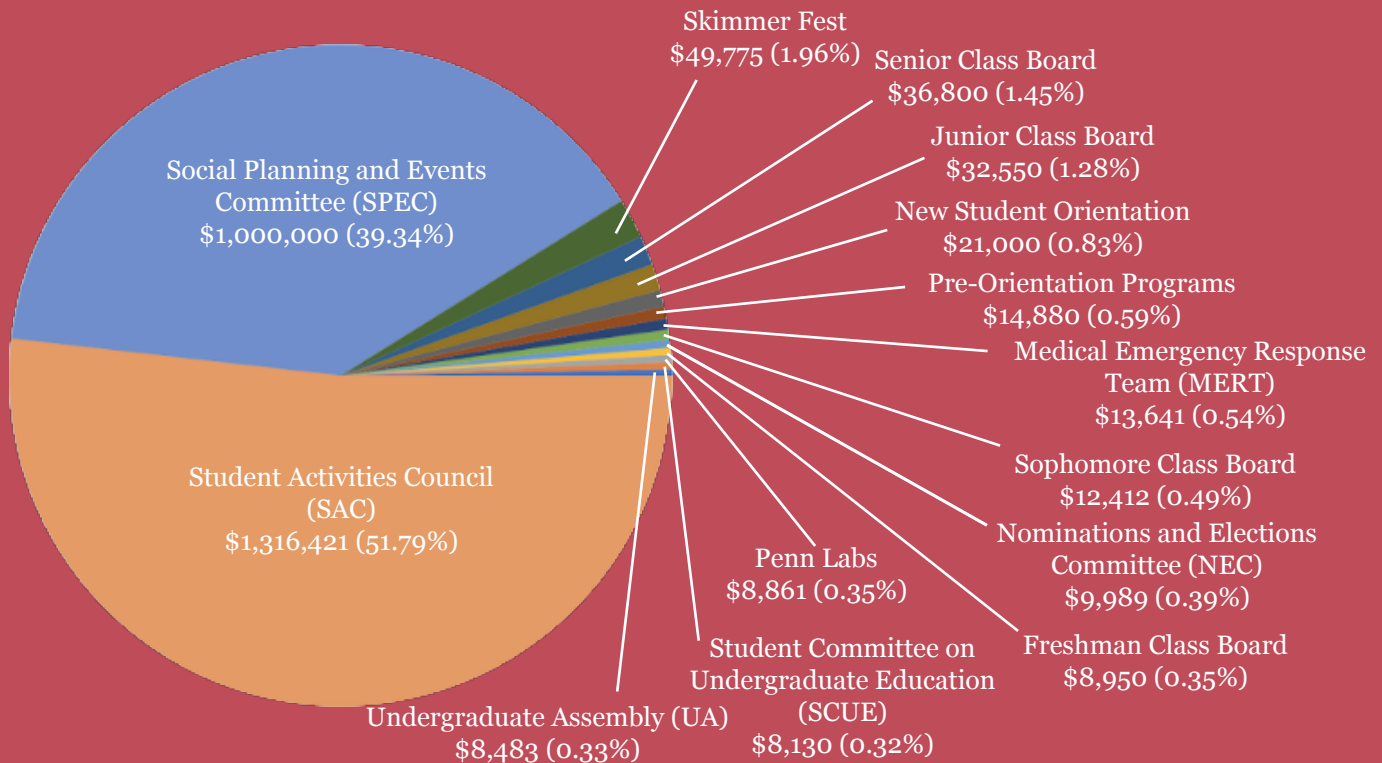
Samantha Shea
Treasurer, Undergraduate Assembly

Overview of UA & SAC Budgets



Overview of UA & SAC Budgets

The Undergraduate Assembly is responsible for funding all six branches of Penn Student Government; the UA also funds Penn Labs, The Medical Emergency Response Team (MERT), a portion of New Student Orientation, and certain parts of pre-orientation programs for first-year students before they come to Penn. The UA is given a budget every year by the Trustees of the University and subsequently allocates it to fourteen different entities. The budget as of 2018 is over \$2.5 million, and its increases are directly correlated to those in the general fee that Penn charges its students. During the Spring semester the UA Treasurer and the Budget Committee is responsible for meeting with the fourteen entities to draft a budget for the upcoming fiscal year. After an initial budget is drafted, over the course of three weeks, the budget is debated by UA members, resulting in a finalized budget that the entities are to follow for the following fiscal year. Some big ticket items the UA funds are Spring Fling, Skimmer Fest, and 230+ student groups in SAC. For an entire breakdown of the UA budget, please see [here](#).



Every year, the Student Activities Council (SAC) is allocated a budget by the Undergraduate Assembly to fund the events and programs run by more than 230 groups on campus. In addition, SAC runs the biannual Activities Fairs to promote campus engagement and involvement among students. SAC-recognized groups are eligible to apply for annual budgets through SAC, as well as contingency funding for events not budgeted for at the time of initial allocation. SAC funding is available only to SAC-recognized groups. New groups are taken on after review by the SAC Executive Board and General Body each Fall, and budgets are allocated each Spring after interviews with each group and allocations by the Executive Board. In 2017-2018, SAC allocated over \$700,000 to more than 220 groups.



Common Funding Application

The Penn CFA is an aggregated platform for all the student-run funding boards on campus where student organizations can apply to multiple boards all at once!

How to Use the Common Funding Application

Creating an Account

1. Go to www.penncfa.com to access the CFA account creation page.
2. Follow the prompts on the page and enter the requested information. Be sure to enter your Penn email address!
 - The password can be anything you'd like. It does not have to be your PennKey password. Some student groups that have an email account for their group might use that address and pass on the account to theirs.
3. That's it! When you click submit, you'll receive an email prompting you to activate your account. Once you activate your account, you'll be able to start submitting funding requests on the CFA.

Applying for Funding

- 1. Start applying as soon as possible.**
 - Funding applications submitted through the CFA take about three weeks to be fully reviewed by every funding source on the application due to each funder's meeting schedule. Therefore, at the very minimum, you should aim to apply three weeks before your event.
 - Additionally, if you apply earlier than the recommended three weeks in advance, you have the flexibility to appeal a funding source's decision if you think you did not receive enough funding from them.
- 2. Use the Funding Sources Info Table**
 - This tool explicitly states which funding sources are able to fund specific categories, such as honoraria, facilities, food, etc.
- 3. Line Items**
 - Line Items are broken down into two sections- Expenses and Additional Funds.
 - Under **Expenses**, include all the expenses related to your application.
 - Under **Additional Funds**, include any inflow of funds related to your application.
 - This includes ticket sales, admission fees, corporate sponsorships, funding sources not on the CFA (such as SAC or academic departments), etc.
- 4. Submit your application**
 - This will send your funding request to every to every funding source you have checked-mark.
- 5. Presenting to the funding sources**
 - After you submit your application, the funding sources you applied to will email you. They will typically invite you or a representative from your group to present at their meeting.

Common Funding App Sources

UA Contingency

The Undergraduate Assembly is the last resort source of funding for events that have convincingly exhausted all other possible other alternatives. Please review the UA Contingency guidelines [here](#). If you submit a request to UA Contingency, it will either be reviewed by the UA Executive Board or the UA General Body depending on the timing, so be sure to submit your request as soon as possible in advance of your event.

Tangible Change (T-Change)

T-Change was formed in 1999 to allow student leaders to come together and create events that enliven the Penn community. The committee aims to foster community-building within the University's undergraduate population by funding collaborative events that promote interaction among disparate audiences. Unlike other campus funding sources, T-Change receives its funding directly from the Vice Provost for University Life. Because of our direct affiliation with VPUL, we have both more discretion in our funding decisions and freedom from the political mandates imposed by student government groups. Visit the T-Change website to learn more. Co-Chairs can be reached at upenntchange@gmail.com.

Intercultural Fund

Funds events where at least one group sponsoring the event must be a constituent of APSC, Lambda, LC, PAGE, UMOJA or UMC.

UMOJA

The purpose of UMOJA is to unite students and student groups of the African Diaspora at the University of Pennsylvania through effective collaboration, increased political representation and the dissemination of information.

Faith Fund

Established in 2010, the Faith Fund provides both event-specific support for activities that consider religious and spiritual themes and non-event based support for religious and spiritual organizations. Religious and non-religious Penn student organizations are eligible to apply for event funding. The Fund is administered by the Office of the Chaplain and funding decisions are made by a representative student group convened by PRISM, Penn's interfaith and student religious life umbrella organization. Please contact Co-Chairs at upenn.faith.fund@gmail.com for further inquiry.

SPEC Fully Planned

Fund events that are ready to go but need financial assistance to be viable. We generally only fund the essentials of an event. If you will need SPEC Sound support, please contact them BEFORE applying for a price quote! Contact treasurer@specevents.net if you need assistance.

SPEC Connaissance

Bringing awesome speakers to campus. We only fund events on a per speaker basis. You must list every speaker (or the type of speaker) you intend to bring on the CFA. If you will need SPEC Sound support, please contact them before applying for a price quote! Contact treasurer@specevents.net if you need assistance.

SPEC-TRUM

Host events serving multitude of minority interests on campus. If you will need SPEC Sound support, please contact them before applying for a price quote! Contact treasurer@specevents.net if you need assistance.

Common Funding App Sources

United Minorities Council (UMC)

The UMC strives to facilitate interculturalism and promote social justice at the University of Pennsylvania. Through civic engagement and community building, our coalition advocates for minority students, coordinates cross-cultural dialogue and hosts collaborative social and service events for the advancement of cultural understanding and the collective empowerment of our community. The UMC only provides funding to its constituent groups.

Student Sustainability Association at Penn (SSAP)

As the official student sustainability umbrella group on campus, SSAP was founded in 2010 to foster cohesion among environmentally-focused student groups, develop strategies for impacting campus sustainability, and to create a unified student voice on green issues at Penn. As the student environmental community has grown immensely since the 2009 launch of Penn's Climate Action Plan, SSAP helps to foster increased collaboration among the 20+ student environmental groups on campus and between students, staff, and faculty working on environmental issues. SSAP meets twice a month and all student environmental groups are encouraged to send a representative to attend the meeting.

Latinx Coalition

The LC promotes and advances the agenda of Latinx Penn students through collaboration with many of the University's policy making bodies. The LC Fund is reserved for the programming of immediate constituent groups. Non-constituents that wish to collaborate with Latinx organizations under our coalition may also apply.

Synergy Fund (Political Coalition)

The purpose of Synergy is twofold: to fund collaborative events political in nature and to enhance the presence of Penn's political organizations. The fund was established to serve Penn Political Coalition overarching mission to foster collaboration among politically active student organizations and to promote meaningful and engaging political discourse and activism at the University. The fund is reserved exclusively for full member constituent groups of the Penn Political Coalition and for the Penn Political Coalition as an independent organization under its own name. All events funded by the Synergy Committee must be open to the entire Penn undergraduate community.

Penn Undergraduate Health Council

The Penn Undergraduate Health Council (PUHC) is an umbrella group that represents the health organizations at the University of Pennsylvania. PUHC aims to impact health in a tangible way both on and off campus by promoting collaborative endeavors, facilitating information, encouraging health discourse and advocating for the Penn health community. The PUHC Fund is a grant given to PUHC constituent groups to help fund collaborative events.

Engineering Students Activity Council (ESAC)

ESAC is the umbrella organization for student groups within the School of Engineering. ESAC provides support and funding for student groups, coordinates the activities of the various undergraduate organizations, and acts as a liaison between undergraduate engineering students, SEAS faculty and administration.

Common Funding App Sources

Asian Pacific Student Coalition (APSC)

The primary purpose of APSC is to voice and support the common interests and concerns of the Asian Pacific-Islander community; to provide a forum for discussion, action, and exploration of issues of concern to students; and to present and celebrate the richness of our diverse Asian Pacific cultures and backgrounds to the University community and beyond. APSC only funds events where one or more APSC constituent groups are major collaborators.

Penn Association for Gender Equity (PAGE)

PAGE, Penn Association for Gender Equity, promotes gender and social justice and serves as umbrella group for a diverse range of constituent organizations at Penn. We aim to support any and all student groups whose missions pertain to women's or gender issues. We only provide funding for our constituents.

Penn Wellness

Promoting wellness or in other ways fosters discussion, collaboration, problem-solving, and idea sharing among student communities and/or wellness student groups on wellness issues, initiatives, and events.

Assembly of International Students (AIS)

AIS, Assembly of International Students, is an umbrella organization advocating for the interests of international students among other student groups. AIS only funds events where one or more AIS constituent groups are organizers or major collaborators.

Office of Fraternity & Sorority Life (OFSL)

OFSL assists in providing funding for fraternities, sororities, and other OFSL student groups in good standing whose events align with one or more of our five pillars: Vanguard, Foundation, Compass, Relationships, and Impact. Prospective events must be oriented around service, philanthropy, leadership, and/or community-building with other University organizations/initiatives. To be eligible for funding and reimbursements, the applicant must be the organization's designated grant contact who has completed the OFSL Grant Funding Training. For full details, please visit our website at <https://www.vpul.upenn.edu/ofsl/grantfunding.php>.

Penn Traditions Alumni Engagement Fund (PTAEF)

PTAEF facilitates the relationship between current students and alumni of the University of Pennsylvania by supporting current alumni/student programming and offering new opportunities for interaction. Preference will be given to the following: events that emphasize alumni engagement and/or school spirit and tradition, groups that have received alumni support in either planning or funding the event, groups that have taken clear measures to reduce the cost of the event, groups who demonstrate a clear need for supplemental funding. Should the committee decide to grant your group funding, all funds will be distributed as reimbursements following the event through the university budget system. No later than one business week after the conclusion of the event, please submit the receipts for expenses for which you are requesting reimbursement.

Academic & Administrative Funding Sources

Penn academic and administrative departments are interested in other ways for promoting their missions outside of the classroom; partnering with student groups that provide programming is one way to do this!

Academic & Administrative Sources

Vice Provost of University Life Sources

Greenfield Intercultural Center (GIC)

The Albert M. Greenfield Intercultural Center is Penn's resource for enhancing student's intercultural knowledge, competency, and leadership through our programs, advising, and advocacy. The GIC is proud to support and promote student programs and organizations. Please contact Valerie De Cruz at decruz@upenn.edu for more information.

LGBT Center

The LGBT Center has two different program funds. If you are requesting less than \$100 for your proposed program, please fill out the 'small program' form. If you are asking for more than \$100, please fill out the 'large program' form. Please read ALL instructions on the forms, as funds will only be granted to forms that are properly filled out. Also note that all future funding is contingent on proper advertising including placement of the LGBT Center logo on promotional materials. Additionally, all large program requests must be followed up with an event report upon completion of the program. The [Travel Fund Application](#) states that students currently enrolled at the University of Pennsylvania are eligible to apply to the Center for a conference travel grant if they do not have sufficient funding available to them through conference organizers or elsewhere. If the costs of attending a conference exceed those available through other sources, students may apply to the Center for supplemental funding. Funds will be made available taking into account the number of students applying, the availability of other travel funds, the amount requested, and previous travel funding from the Center. Requests must be made six to eight weeks before the conference.

Makuu

Makuu: The Black Cultural Center is the University of Pennsylvania's focal point for student activities, ideas, outreach, and support linked to Black culture and the African Diaspora. Housed within the Division of the Vice Provost of University Life and located in the ARCH building in the heart of campus, Makuu provides a comfortable and convenient space for students to gather. Makuu's professional and student staff work daily to provide academic, cultural, and social support to students and groups, connecting them to additional resources and opportunities.

African-American Resource Center (AARC)

AARC is a resource center dedicated to enhancing the quality of life of faculty, staff, and students at the University of Pennsylvania with a particular focus on those of African descent. Any person associated with the university may use our free and confidential services as needed.

La Casa Latina

La Casa Latina is an intersection of academic, personal, and professional growth for students who are interested in Latin American culture at the University of Pennsylvania. Through advising, leadership, development, academic, social, and cultural programming, La Casa Latina is able to expand student access to the University's resources in order to achieve their fullest potential.

Academic & Administrative Sources

Vice Provost of University Life Sources (cont'd)

PAACH

“The Pan-Asian American Community House opened in the fall of 2000 in response to students’ calls for a cultural resource center at the University of Pennsylvania where South Asian, East Asian, Southeast Asian, and Pacific Islander cultures could be celebrated. PAACH is a community center that develops and implements innovative programs for leadership development and community service in close collaboration with Asian American student and community groups.” Please fill out the entire application as fully as possible. Please return two weeks prior to the event. Prior to applying for funding, please ensure the event has been fully planned, i.e. venue, speakers, activities, etc. If you are interested not in just financial support but in planning of the event, please contact pvan@upenn.edu. PAACH staff must approve all funding requests. We will contact you with the results one week after you submit the application. Funding will be on average \$100.

Penn Women’s Center

Existing as one of the nation’s oldest Women’s Centers, Penn Women’s Center works closely with students and faculty of all genders to promote gender justice at Penn and beyond. The center sponsors programs on career development, stress management, parenting, violence prevention, and many other beneficial programs to improve mental wellness and promote an atmosphere of equality at Penn.

GAPSA

GAPSA has many sources of funding available to University of Pennsylvania graduate and professional students for travel, research, initiatives, and events. Some funds are awarded by the Professional Council or Research Council, and others are awarded by the Finance Committee and General Assembly. The application and eligibility criteria vary per grant, so it is suggested that you thoroughly read the instructions and eligibility criteria for each source that you are considering. After reading the instructions for a grant, if you still have questions, please do not hesitate to email the contact listed for that fund. Learn more about GAPSA’s event funding resources [here](#).

College Houses and Academic Services

The twelve College Houses bring together undergraduates, faculty, staff, and graduate students to form vibrant residential communities within the larger context of our renowned urban campus, right in the heart of historic Philadelphia. As a division of the Provost’s Office, our mission is to bring the academic life of the classroom into our living spaces.

New Student Orientation & Academic Initiatives (NSOAI)

NSOAI provides funding for student events during the Labor Day weekend holiday and First Fridays throughout the Fall Semester. Over the course of the academic year, NSOAI also funds events that fit in with the theme year. Learn more about grant opportunities with the office of New Student Orientation and Academic Initiatives [here](#).

Academic & Administrative Sources

Penn Green Fund

Penn's Green Fund welcomes ideas from students, faculty, and staff about ways to improve the University's environmental performance and reduce campus emissions. Since 2009, this initiative of Penn's Green Campus Partnership, funded by the Division of Facilities and Real Estate Services, has seeded innovative ideas in environmental sustainability from members of the University community. Proposed projects must support goals and objectives outlined in Penn's Climate Action Plan, a long-range strategy, launched in 2009 and updated in 2014, to reduce the University's carbon footprint and enhance its overall sustainability. It is strongly recommended that all prospective applicants read through the program [FAQs](#) before submitting an application.

Academic Departments

Many academic departments will sponsor events that relate to the academic field that they cover. Whether these events involve speakers, research, student-led discussion, or advocacy about a particular field of study, there are funding resources available. Contact the chair of relevant academic departments to learn about department-specific funding opportunities. For students in the College of Arts and Sciences, visit [this website](#) to learn more about the guidelines and procedures for funding for travel to academic conferences.

Provost's Office

The Office of the Provost funds events and initiatives that support the furtherance of academic discourse at Penn. There are several funds that support research, civic engagement, and other initiatives available. Learn more about opportunities from the Office of the Provost [here](#).

Fox Leadership

The Fox Program sponsors several types of funded fellowships for Penn undergraduates and recent alumni. In recent years, Fox has funded over 800 fellowships for Penn undergraduates and recent alumni.

Campaign for Community

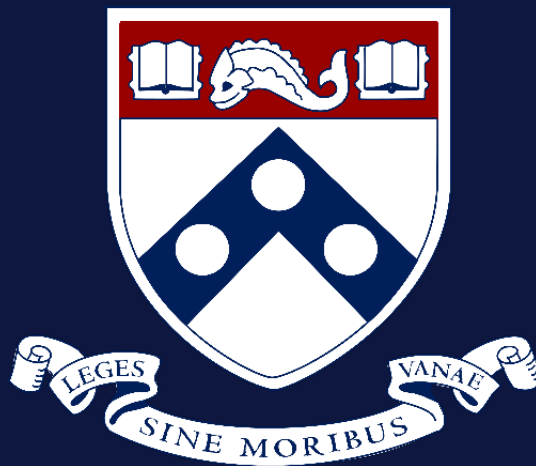
Campaign events should help achieve the Campaign's key goals: (1) To promote understanding of and respect for multiple points of view on important topics related to the University community. (2) To encourage dialogue and discussion among members of the community about issues with the potential for difference and disagreement. (3) To create opportunities for all members of the University's community to participate in conversations about important topics. Learn more about the Campaign for Community funding guidelines and opportunities [here](#).

Credits

Michael Krone (C19)
Chair
Student Activities Council
2017-2018

Samantha Shea (W18)
Treasurer
Undergraduate Assembly
2017-2018

Mercedes Owens (C21)
New Student Representative
Undergraduate Assembly
2017-2018



Questions?

www.pennua.org | treasurer@pennua.org
www.sacfunded.net | chair@sacfunded.net

Office of Student Affairs | 3417 Spruce St. Suite 200, Philadelphia, PA 19104