Funding Pre-Application Guidelines

**MAXIMUM FUNDING AMOUNT:** SCAVMA and the UDA accounts are constrained both by annual and monthly budgets to distribute to the entire student body and clubs. The amount has been determined based on SCAVMA’s funding resources for each year and will vary depending on the number of qualified applicants every month. The amount is subject to change at the discretion of the executive board.

**ELIGIBILITY:** all university clubs registered with SCAVMA are welcome to apply. The event/fundraiser/equipment (herein called “Event”) must benefit the veterinary student body and/or the veterinary community. Priority will be given for costs related to educational speakers, wet labs, skills training, and new equipment that offers a unique learning opportunity not provided within the current curriculum. Your creativity is encouraged.

**PERMITTED NUMBER OF APPLICATIONS:** The number of applications for funding is not limited, however each club is limited to receiving funding for a maximum of two applications per school year.

**PROACTIVE VS RETROACTIVE APPLICATIONS:** We are no longer accepting retroactive applications. Please apply the month before your Event takes place.

**FILLING OUT THE APPLICATION:** In your application, please provide a detailed explanation along with the projected costs, income, net income, and proof of how much your club has fundraised during the year for this Event. Please spell out acronyms. Include how much money has been raised to date. It would behoove you to submit a thoroughly itemized budget for the event. Additionally, please specify if the SCAVMA funding must be received prior to the event or may be reimbursed.

**FOCUS OF THE FUNDING:** Please include how this Event will benefit the club and its members, the student body, or the veterinary community. Provide a specific explanation of how the money will be used if the SCAVMA board awards it to your club.

**SUBMISSION INSTRUCTIONS:** Applications will be collected on the 15th of every month. Email notifications will be sent regarding this deadline at the beginning of the month. Applications will be reviewed and voted on at the SCAVMA Board Funding Meeting at the end of each month. Please submit your application via email to the UDA Treasurer-Elect, whose information will be included in the emails and can be found on the SCAVMA website.

**FUNDING DETAIL:** If your club is awarded funding, you will be notified by the SCAVMA board. You will be emailed a document detailing the amount of funds awarded and further instructions. If you are not contacted by the 1st of each month following your application, please email the SCAVMA president. Any money approved but not spent must be refunded to the SCAVMA and may not be kept for other club purposes. Funding must be used for educational
purposes (i.e. supplies, insurance, and travel) and cannot be used to fund food or speaker gifts. Funding must be applied for in the same scholastic year as the Event occurring. A series of Events may not be used to get around the 2 application limit for the year—each application will be for one Event only.

**ACKNOWLEDGMENT:** If your club is awarded funding, we ask that you please acknowledge the appropriate sponsors.

- If you receive any funding, please include SCAVMA and the UDA in your acknowledgements. Your club will be expected to hang either SCAVMA or UDA banners at your Event. In addition, if you are purchasing new equipment, please label it with the SCAVMA logo.
- Contact the SCAVMA president to obtain SCAVMA or UDA banners for events or SCAVMA stickers for equipment.

In the Event you are given a check from SCAVMA prior to your Event, **we request that you notify SCAVMA when your funding has been used.** Please include a total amount of funding used, the number of people attended, and a summary of how the Event went. Please have your faculty advisor sign this report, or alternatively, he or she may approve the report and mail it to SCAVMA’s president. Failure to report back to SCAVMA when your funding has been used will result in your club receiving no further funding until you have submitted your report.