

SCAVMA Funding Pre-Application GUIDELINES & APPLICATION FORM 2011-2012

MAXIMUM FUNDING AMOUNT: The SCAVMA and UDA accounts are constrained to a budget of \$2500 per month for SCAVMA to distribute to the entire student body and clubs. This amount has been determined based on SCAVMA's funding resources for each month and will vary depending on the number of qualified applicants. This amount is subject to change at the discretion of the executive board.

ELIGIBILITY: All University clubs registered with SCAVMA and student individuals (ex: Healthcare Student Representatives) are eligible 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, wetlabs, 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 for individuals and clubs is not limited. However, each club is only permitted to receive funding for a maximum of two proactive applications OR one proactive application and a second reimbursement application (counted as "retroactive") OR one retroactive application per school year. In addition, *each* Healthcare Student Representative is permitted to receive funding for a maximum of two proactive applications, one proactive application and a second reimbursement application (counted as "retroactive"), or one retroactive application per school year.

PROACTIVE VS RETROACTIVE APPLICATIONS: Proactive applications are submitted to SCAVMA the month PRIOR to the event. This allows the applicant to receive notification of promised funds PRIOR to making purchases for the event, allowing them to budget appropriately. This value is the maximum value that SCAVMA or the UDA account will reimburse an individual or club.

Retroactive applications must be submitted to SCAVMA the month AFTER the event. Receiving additional funding for an event as a post-event reimbursement counts as a retroactive application and will be the second and final application allowed per club or individual if granted funding. Retroactive applications are designed for those who missed the Proactive application deadline or who want additional reimbursement for a previous proactive event application. Keep in mind that we cannot guarantee you will be partially or fully reimbursed for a retroactive application, so utilize the proactive application when at all possible. Please see "Submission Instructions" below.

FILLING OUT THE APPLICATION: In your application please provide a detailed explanation, projected costs, income, and net income, and proof of how your club has fundraised for this "event". PLEASE SPELL OUT ALL ACRONYMS! Please 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 funds must be received prior to the event or may be reimbursed.

FOCUS OF 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**. Proactive applications are due on the **15th of the month PRIOR** to the "event". Retroactive applications are due on the **15th of the month AFTER** the "event". Each month email notifications will be sent regarding these deadlines. Applications will be reviewed and voted on at the SCAVMA board meeting at the end of each month. Please submit your application via email to Christina Sander at cisander@ucdavis.edu or Christine Haas at chrhaas@ucdavis.edu or in Christine's mailbox in Valley 2047 by **5pm of the 15th of the month**.

FUNDING DETAILS: 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 the month following your application, please email Christina Sander at cisander@ucdavis.edu. All reimbursement requests must be submitted no later than two weeks (14 days) after the "event" or approval of a retroactive application to the appropriate person (see instructions included with approval notice). Failure to submit the second application will result in the loss of funding for that "event". All checks must be used within 30 days of being written. Please utilize your funding within the month specified, as the check will not be re-issued after 30 days.

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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 Donors in your acknowledgements. Your club will be expected to hang both the SCAVMA and UDA banners at your event. In addition, you are required to write a letter to the UDA Account Donors and submit it with your reimbursement application (along with any additional items, ie. Photos). If you are purchasing new equipment please label it with the SCAVMA logo.
- Contact Christina Sander at cisander@ucdavis.edu to obtain the SCAVMA and UDA banners or SCAVMA stickers for equipment.

In the event that 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 the total amount of funding used, the number of people who 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 email it to Christina Sander at cisander@ucdavis.edu.** Failure to report back to SCAVMA when your funding has been used will result in your club receiving lower priority for funding in the future.