

Applying for Funding from the Cultural Events Board

DETAILS TO HAVE COMPLETED PRIOR TO SUBMITTING YOUR EXPENDITURE REQUEST IN BUFFCONNECT

→ FOR ALL ORGS:

☐ Set up a meeting to discuss the event with your CSI Liaison

- Consult with your assigned CSI Liaison prior to submitting your budget request
- Incomplete, unclear, or inaccurate budgets will cause delays in the approval process
- Depending on the type of issue, you may be asked to submit an entirely new budget

☐ Event title, date, time, and location

☐ Book your room/space reservation (holds are acceptable)

☐ ****Do NOT spend any personal funds on ANY sort of cost for the event prior to getting funding approved, allocated, and completing a pre-spending meeting with CSI Finance**

- Reimbursements requested for purchases made prior to approval from CEB will **not** be accommodated as outlined in Student Fee Regulations

→ IF YOU NEED TO RENT/PAY FOR EQUIPMENT:

☐ Accurate and up-to-date quotes for equipment costs

- Any old or outdated quotes will not be accepted
- Documentation of these quotes should be uploaded to the "Expenditure Attachment" section of the Expenditure Request
- ****You are responsible for informing vendors that you are only requesting a quote and not wanting to book services at this time. If charges arise from not confirming or canceling vendors, you will be **personally** responsible**
- ****You are responsible for arranging parking/venue access for all vendors (including all campus entities)**
 - Budget for parking accordingly
 - Ask vendors about parking/venue access needs early in the request process



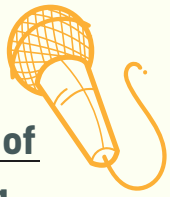
→ IF YOU NEED EVENT SUPPLIES OR DECORATIONS:

☐ Accurate and up-to-date quotes from stores, websites, online purchases, etc.

- Any old or outdated quotes will not be accepted
- Documentation of these quotes should be uploaded to the "Expenditure Attachment" section of the Expenditure Request (ex: Amazon cart with items and order total)
- If approved, you are expected to purchase the same or similar decorations to what is presented in your Expenditure request
 - ****Anything else will need additional approval before it can be purchased**



☐ Upon approval of funds, ensure that any event supplies/decorations will be received on time



→ IF YOUR EVENT WILL HAVE A SPEAKER/PERFORMER:

- ☐ ****Do NOT book or contractually agree to any speaker/performer(s) before approval of funds from the Board. This includes you or anyone else signing, or otherwise making verbal or electronic commitments. That person can be held personally responsible for such commitments, if not done through appropriate University channels**
- ☐ **Verify whether or not your speaker/performer(s) will be traveling internationally**
 - If your performer *will* be traveling internationally, ensure that their visa will allow them to travel at the time of the event. The University will **not** pay for or make arrangements to get a Visa for a performer- they must have or be certain they can get the required visa **independent** of CU
 - ****Most visas take 6-12 months to be approved. Please contact the agency, your CSI liaison or CSI finance if you have any questions or concerns**
- ☐ **Accurate and up-to-date quotes from agency, performers or managers that clarifies whether or not the rate is all-inclusive**
 - Any old or outdated quotes will not be accepted
 - Documentation of these quotes should be uploaded to the "Expenditure Attachment" section of the Expenditure Request
 - Verify speaker/performer technology and hospitality requirements
 - Preferably as a separate document
- ☐ **If performer/speaker fee is not all-inclusive, then you will need accurate quotes for lodging/travel**
 - Any flights that will be paid for by the University must be purchased by a CU employee through our travel agency and **cannot** be booked through a third party site like Expedia or Orbitz. All flights include a \$20 service fee per transaction. Unless it is included in the performance fee amount, do **not** allow performers to purchase their own flight expecting to be reimbursed
 - Documentation of these quotes should be uploaded to the "Expenditure Attachment" section of the Expenditure Request
 - The Board does not fund First Class or Business Class airfare for student organization projects unless it is required on, and cannot otherwise be negotiated from, a speaker contract
 - All inclusive contracts are **preferable** because travel costs can change rapidly and requesting additional funds or moving funds from elsewhere in the budget takes time
- ☐ **Notes:**
 - The Board will not fund a speaker/performer within three (3) years of a previously funded Board event and/or knowledge of a previous campus visit
 - Any speaker fee that exceeds \$9,999.00 is considered as a Board project or collaboration event
 - Contracts compensating University of Colorado students will be considered for payment if they have been paid previously in a professional capacity and upon review of the credentials or documentation from the student proving their experience that warrants the fee being charged

→ IF YOUR EVENT WILL HAVE FOOD:



☐ Verify whether or not your room reservation allows for outside catering

- If your room reservation requires that you use CU Events Planning & Catering, please review their guidelines and policies

☐ Accurate and up-to-date quotes from food vendors, caterers, etc.

- Any old or outdated quotes will not be accepted
- Documentation of these quotes should be uploaded to the "Expenditure Attachment" section of the Expenditure Request

☐ Requests for food costs cannot exceed amounts from catering quotes and will only be granted based on the quotes received by the Board

☐ Notes:

- The Board will only fund food that promotes the purpose of an event and is culturally relevant, given that portions are sample size
- The Board will not fund any event whose primary focus is solely to provide a meal to attendees
- The Board will not fund alcohol, or expenses related to the service or consumption of alcohol at events per CUSG Student Fee Regulations

→ IF YOU NEED FUNDING FOR ADVERTISING/MARKETING:



☐ The Board will fund a maximum of \$500 for advertising/marketing materials

- Any exception to this must be approved by the Board
- The Board does not fund items that are not culturally significant to an event or promotional items

☐ Notes:

- The Board does not fund purely social events or student organization recruiting events
- For events where the Board is the largest financial contributor, the Board will receive top billing on all promotional materials and approval of marketing is **mandatory** before publishing

ALL organizations MUST have expenditure requests submitted on BuffConnect by the deadline listed below in order to be eligible for funding

September & October Events (2022) - Wednesday, July 6, 2022 (5pm MST)

November & December Events (2022) - Wednesday, September 7, 2022 (5pm MST)

January & February Events (2023) - Wednesday, October 12, 2022 (5pm MST)

March Events (2023) - Wednesday, November 2, 2022 (5pm MST)

April Events (2023) - Wednesday, January 18, 2023 (5pm MST)