

SAFC Submitters Guidelines

So you have decided to apply to SAFC for funding. Good luck! In an effort to make this process as easy as possible, please read the following guidelines. All student organizations that apply for SAFC funding are expected to follow these guidelines. Failure to do so may result in loss of funding in the future. **Please note that there is no guarantee of full funding. SAFC has limited amount of funds for the entire year.**

Regulations

- All programs must be on campus and open to the entire UIC community.
- Please adhere to the proposal deadlines. Proposals turned in late may not be considered.
- Entrance to a SAFC event must be free. If an organization needs to charge an entrance fee in order to meet the overall costs of the program, that may be arranged, but must be cleared by the SAFC Advisor first.
- Payment of performers can take up to six weeks to process. If you delay giving the SAFC Advisor the proper information for payment, there is no guarantee that payment will be processed in time for your event. In that case, performer will be paid after event.
- All publicity must include the SAFC logo and disclaimer. Please ask SAFC Advisor to send this to whoever is designing your publicity.
- A single day event can ask for 4% of the SAFC budget. A multiple day (series, week or month long) event can ask for 8% of the budget. This number changes each year so check with the SAFC Advisor for the limits.
- SAFC events cannot be used as a fundraiser. Organizations are not allowed to solicit funds from people attending events.
- Please allow enough time for printing of publicity. Indoor banners take 3 days and outdoor take 10 days to print. Flyers and posters take 24 hours to print.
- Banners and light box space must be reserved through Meetings & Conferences in Room 214 prior to proposing for funding. Space must be confirmed in order to receive funding for banners and light boxes.
- Applications must be complete in order to be considered.
- When in doubt, check with the SAFC Advisor at 312-413-5079.
- SAFC does not fund the following:
 - Food
 - Giveaways
 - Any employee or student of the U of I system (UIC, UIUC, Springfield)
 - Prizes of any kind