USUSA Club & Organization Funding Rubric

This rubric is utilized for the USUSA Council of Clubs & Organizations to determine selection for club funding requests. It is important to review this document prior to filling out an application for funding. Funding is based on a first-come-first-serve basis.

Benefit to Club Goals

1. Request benefits only the individual student with no plan to benefit club and its members. (1 point)
2. Request benefits the individual and the club with a demonstrated plan for how the club will benefit (3 points)
3. Request benefits the individual, the club, and its members by supporting the club’s mission, vision, and goals. (5 points)

Timeliness of Request

1. Request submitted less than a week prior to event, program, or supplies needed. (1 point)
2. Request submitted less than two weeks prior to event, program, or supplies needed. (3 points)
3. Request submitted two weeks prior to event, program, or supplies needed. (5 points)

Quality of Request

1. Request provides minimal information about purpose of funding request and needs. (1 point)
2. Request provides a basic description of funding purpose and needs and includes a basic summary of budget. (3 points)
3. Request provides a thorough rationale for needs and includes a detailed budget with amounts itemized. (5 points)

Provides Club Sustainability

1. Request does not include funding restrictions such as food, prizes, contracted speakers, or travel costs. (1 point)
2. Request includes items needed for club and will contribute to club goals and functions for this academic year (3 points)
3. Request includes items needed for club to be sustainable for this year and future years. (5 points)

Risk Management

1. Request includes items that need to be assessed by risk management to determine high risk items or equipment (1 point)
2. Request includes items that do not need to be assessed by risk management (5 points)

Previous Awarding
1. Club has received partial funding already this academic year (1 point)
   a. NOTE: If the full amount has already been used, $500 for the academic year, they do not qualify for additional funding.
2. Club has not received any funding this year from USUSA (5 points)