

# PROGRAM FUNDING PROCESS

[uwrcsa.org](http://uwrcsa.org)

## STEP 1

Submit a funding proposal request form at [uwrcsa.org/requests](http://uwrcsa.org/requests). Any funding request must be submitted by 11:59 PM the Sunday before the RCSA General Council meeting it is to be presented at. The presentation should be at least two weeks before the event is to occur, so plan on when to submit your proposal accordingly. The PowerPoint template can be found at [uwrcsa.org/requests](http://uwrcsa.org/requests).



## STEP 2

Prepare for and deliver your funding proposal presentation during a RCSA General Council meeting that takes place at least two weeks before your event is to take place. Be prepared to answer questions about your request. After discussion, a vote will take place.

## STEP 3

If your funding request is approved, you must advertise your event to the entire residential community. The RCSA logo must be displayed on all of your marketing materials. The logo files can be found on the RCSA website at [uwrcsa.org/requests](http://uwrcsa.org/requests). All advertising must be published **at least one week** prior to your event.



## STEP 4

All purchases that are made for an event and charged to the RCSA budget. Once your request is approved, we will reach out with the proper cost center information. Receipts and transaction detail statements must be sent to the Director of Administration & Finance at [rcaadm@uw.edu](mailto:rcaadm@uw.edu) and the Residence Education Specialist for Leadership & Programming **no later than one week** following the event.

PLEASE DIRECT QUESTIONS ABOUT THE FUNDING PROPOSAL PROCESS TO [RCSAADMN@UW.EDU](mailto:RCSAADMN@UW.EDU)

