In an effort to make this process as simple as possible, please carefully read the following recommendations. They include policies of the SAFC and suggestions for your success. All student organizations applying for SAFC funding are REQUIRED to follow these policies and procedures regarding funding. You are ENCOURAGED to adhere to the suggestions as well to develop and submit a successful proposal. Failure to do so may result in your proposal NOT being submitted to the committee, reduction in and/or loss of funding and the opportunity to be considered for funding in the future.

Before you develop your proposal:
- SAFC has a limited amount of funds for the entire year.
- Please note there is no guarantee of full funding.
- SAFC events cannot be used as a fundraiser.
- Organizations are not allowed to solicit funds from people attending events.
- SAFC does not fund the following:
  - Food
  - Giveaways
  - Prizes of any kind
  - Decorations
  - Any student or employee of the U of I system (UIC, UIUC, UIS)

While developing your proposal:
- Please adhere to proposal deadlines.
- Take into consideration the time necessary to make corrections to your application when submitting an application.
- It is STRONGLY encouraged that you meet with the SAFC Advisor before submitting a proposal.
- Begin working on your publicity. It is crucial your publicity be finalized well in advance of your event.
- All programs must be on campus and open to UIC students, faculty and staff.
- Entrance to a SAFC-funded 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 first be cleared by the SAFC Advisor.
- If you delay giving the SAFC Advisor proper payee information, payment may not be processed in time for your event.
- A single day event can ask for up to $7,000. A multiple-day event series can ask for up to $14,000. This number changes each year so check with the SAFC Advisor for the limits.
- Banner and light box space must be reserved prior to proposing for funding, and confirmation included with your proposal.

As you submit your proposal:
- Proposals submitted late will not be considered.
- If you submit an application on or just before the deadline date, you will be submitting AS IS with no opportunity to make corrections to an incomplete proposal; which may result in a denied application.
- Incomplete proposals will not be considered.
- Double-check figures and calculations.
- Confirmation of banner and light box space reservations must be submitted with your proposal.
- Do not include extra materials not required in the proposal.
- Ensure your submission is reflective of the presenters, contacts and your organization.

After you submit your proposal:
- Payment of performers can take up to six weeks to process.
- All publicity must include the SAFC logo and disclaimer. Ask the SAFC Advisor to send this to whoever is designing your publicity.
- Please allow enough time for printing of publicity.
- Indoor banners take five days and outdoor banners take fourteen days to print.