

FAO Funding Timeline

Complete Financial Training

1

Before starting any application, complete the most up-to-date Fiscal Training.

Fill out Allocation or Bill request on KNIGHTCONNECT

3

Submit an Allocation or Bill request through KnightConnect. These can be found on the SG Legislative Page.

Allocation: Receive funding directly from FAO, up to \$3,700 per fiscal year per RSO. Promotional items are capped at \$800. Takes 3-4 Weeks. Only required to attend FAO committee meeting.

Bill: Student Senate funds 50% of the eligible event and project costs, while the RSO is responsible for the remaining 50%. Takes 2-3 months. Required to attend FAO committee meeting as well as a Senate meeting.

Work with the A&SF Business Office

5

After approval, coordinate with the A&SF Business Office to complete purchases and submit any required paperwork. Once all required documentation is approved, purchases can be processed through the A&SF Business Office.

Items may not be purchased before funding approval and still be eligible for reimbursement.

2

Gather Information about your request

Collect all information needed for your request, such as:

- Event details (date, time, and location, with room confirmation)!
- Quotes for every item requested
- Project plans and materials
- Food costs and justification (if applicable)

4

Attend FAO Meeting

After submission, the FAO Chair will contact you regarding the meeting where your request will be reviewed. FAO meetings are currently held on Tuesdays at 10 am. Prepare for the meeting by bringing updated pricing, event information, and any supporting documents. Use your speech time to explain:

- What your organization does
- How the funding supports your mission
- How the event, project, or item benefits UCF students