How to Use the Common Funding Application

A Quick Guide to Everything CFA

Creating an Account

1. Click here to be taken to the CFA account creation page.
2. Follow the prompts on the page and enter the requested information. Be sure to enter enter your Penn email address!
   - The password can be anything you like – it doesn't have to be your PennKey password. Some student groups that have an email account for their group might use that and pass on the account to theirs.
3. That's it! When you click submit, you'll receive an email prompting you to activate your account. Once you activate your account, you'll be able to start submitting funding requests on the CFA.

Applying for Funding

As you think about starting an application to the various funding sources on the CFA, there are some things you should keep in mind:

1. **Start applying as soon as possible.**
   - Funding applications submitted through the CFA take about three weeks to be fully reviewed by every funding source on the application due to each funder's meeting schedule Therefore, at the very minimum you should aim to apply three weeks before your event.
   - Additionally, if you apply earlier than the recommended three weeks in advance, you have the flexibility to appeal a funding source's decision if you think you did not receive enough funding from them.
2. **Use the Funding Sources Info Table**
   - This tool (found here) explicitly states which funding sources are able to fund specific categories, such as honoraria, facilities, food, etc.
3. **Line Items**
   - Line Items are broken down into two sections – Expenses and Additional Funds.
   - Under **Expenses**, include all the expenses related to your application.
   - Under **Additional Funds**, include any inflow of funds related to your application.
     - This includes ticket sales, admission fees, corporate sponsorships, funding from souces not on the CFA (such as SAC or adademic departments), etc.
4. **Submit your application**
   - This will send your funding request to every funding source you have check-marked.
5. **Presenting to the Funding Sources**
   - After you submit your application, the funding sources you applied to will email you. They will typically invite you or a representative from your group to present at their meeting.

Thanks for using the CFA!

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