

Funding Request: Academic Programming & Events

Program or Event name:

for

Unit/Department:

Please provide a brief description of the program or event:

Utilize the table below to provide an overview the planned budget, including the estimated total expense, and any contributions from departmental or other funding sources. Table calculates totals automatically. If necessary, you may submit this information on an appended document (i.e., spreadsheet).

Total Estimated Expenses				
(-) Departmental Funding Contributions		=		
(-) Additional Funding Source 1 <i>e.g., donor funds, research funds, etc...</i>	Name or account #:	\$ amount:		
			=	
(-) Additional Funding Source 2			=	
(-) Additional Funding Source 3			=	
(=) Requested College Contribution				

Please answer one or more of the following questions:

- How will this activity enrich undergraduate and/or graduate education?
- How will this activity advance faculty teaching and/or research?
- How will this activity contribute to outreach and engagement?

What is your anticipated attendance and intended audience?

Please describe your advertising strategy:

Requestor signature:

Additional comments from Chair:

Chair signature:

Dean's Office:

Approved for full requested amount:

Not Approved

Approved for other amount:

Comments:

Approver signature: