

**Funding Request Form
Office of the President**

Submission Date: _____

Program/Event title: _____

Date of Event: _____

Contact Name: _____ Phone: _____

Contact Email: _____ Dept: _____

Funding received **toward this event** from:

Your Department: \$ _____ Chair Signature: _____

Your College/Division: \$ _____ Dean/VP Signature: _____

Academic Affairs: \$ _____ Provost Signature: _____

Amount requested: \$ _____ Banner Index for JV: _____

Funding from the President's Office should be considered only after receiving funding from each level of leadership listed above. The President's Office uses this method to ensure that programs with the widest base of support and interest are given priority.

Instructions:

1. Attach a description of the goals, objectives, timelines, target population and the benefits to department/UNM/community. (approximately one page)
2. Provide a complete budget for the project with cost of items such as: personnel, equipment, materials, printing, postage, telephone, and travel. Include other sources and amounts of funding including above, ticket sales, sponsorships, etc.
- 3. Upon completion of the project please submit a report. The report should include information on how the program benefited UNM students; number of student participants and their role in the program;**

In the current economic climate, funds are significantly scarcer than in previous years. Please understand that each request will be reviewed individually by committee but support in previous years does not guarantee continued funding. Expect to seek additional sources.

Questions? Contact Marla Wood at 277.2943 or mwood@unm.edu.

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for office use only

Project funded:      yes      no      Stipulations: \_\_\_\_\_

Funded Amount: \$ \_\_\_\_\_