



Diversity Council

Funding Request Form

Department, student organization or campus group: _____

Main contact person: _____ Title: _____

Email: _____ Telephone: _____

Name of the event or activity being planned: _____

Today's date: _____ Event date: _____

Required Attachments Checklist

In order to have your proposal reviewed by the Diversity Council, ALL of the following information must be submitted along with this request form. Incomplete applications cannot be considered and will be returned.

Activity description

1. Provide a detailed description of the event on a separate page.
2. Attach printed materials (if available), or provide links to online information when appropriate.
3. Note: separate proposals should be submitted if there is more than one individual activity or event for which funding is requested.

Rationale

Explain the justification for requesting financial support from the Diversity Council. Answer these questions:

1. How will this activity contribute to building a diverse and inclusive campus climate?
2. How will the campus community, as a whole, benefit from this activity?

Budget details

Provide a detailed list of anticipated costs and indicate the source of all supporting funds. Include ALL of the following information:

1. Provide a budget breakdown, explaining how the funds will be used.
2. What is the dollar amount your group is requesting? (Typical grants range from \$150 – \$500.)
3. The Diversity Council will match funds on a 2:1 basis (diversity council:other funding sources).
4. Explain the source(s) of matching funds. They can include in-kind donations such as time and service, and physical materials donated.