FUNDING REQUEST  
DIVISION FOR EQUITY AND INCLUSION

Department: ________________________________________ Date: ________________

Project (Proposal) Name: ___________________________________________________

Project Beginning Date: ___________________  Project Ending Date: ______________

Total Cost of Project: _____________________ Amount Requested: ________________  
(Attach a budget.)

Your Index # (Required for the transfer of funds) _______________________________________

Brief Description of Project (no more than 3 sentences, please):

Department Supervisor:  ___________________________________________________

Name    Title

Project Manager (contact person): ____________________________________________

Name    Title

Department Phone #: _____________  Campus address: __________________________

(Include Mail Stop Code)

Signature of Project Manager: _______________________________________________

Instructions:
1. Attach (3-5 pages) a description of the goals, objectives, the benefits to department/UNM/community, timelines, and target population.

2. On the attached page show a 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.

3. Upon completion of the project please submit a report before 30 days of your project ending date. The report should include information on how the program benefited UNM students; number of student participants and their role in the program; proposed follow-up on student participants, and a detailed list of expenditures.

4. **PLEASE ALLOW TWO (2) WEEKS TO PROCESS.**

This Funding Request for ________________________________ has been approved.  

Project Name

Lawrence Roybal, VP for Equity and Inclusion    Date

Proposals that are not approved will be returned to the project manager with a memorandum of explanation.

Office Use Only:
___Recurring ___Non-reoccurring
DIVISION OF EQUITY AND INCLUSION
PROPOSED BUDGET

Department: _____________________________________________________________

Name of Project: ________________________________________________________

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<tr>
<th>LIST EXPENSES</th>
<th>AMOUNT</th>
<th>JUSTIFICATION</th>
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<td>(See Instructions, Item 2)</td>
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Total Cost of Project: ____________________________

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<th>OTHER SOURCES OF FUNDING</th>
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Signature of Project Manager       Date

Signature of Department Supervisor     Date