

FUNDING REQUEST
Division for Equity & Inclusion

Revised: 02/08

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 Chair/Supervisor: _____
Name Title

Project Manager (contact person): _____
Name Title

Department Phone #: _____ Campus address: _____
(Include Mail Stop Code)

Signature of Project Manager: _____

Instructions:

1. Attach a description of the goals, objectives, timelines, target population and the benefits to department/UNM/community.
2. Attach a letter of support from your Vice President, Dean or Director.
3. 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.
4. **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; proposed follow-up on student participants, and a detailed list of expenditures.**

This Funding Request for _____ has been approved
in the amount of \$ _____.

Jozi De Leon, VP for Equity & 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 for Equity & Inclusion
PROPOSED BUDGET**

Department: _____

Name of Project: _____

LIST EXPENSES (See Instructions, Item 2)	AMOUNT	JUSTIFICATION (How Amount Relates to Project)

Total Cost of Project: _____

OTHER SOURCES OF FUNDING	AMOUNT

Signature of Project Manager Date

Signature of Department Chair/Supervisor Date

Signature of Department Vice President/Dean/Director Date