



## FUNDS REQUEST PROCESS Fall 2018-Spring 2019

The Collaboration Project is founded on the principles of inclusion, education, reflection, celebration and collaboration centered in the goal of working together for the common good and for justice.

Our budgetary process follows in this spirit and so the activities we co-sponsor reflect these foundational objectives.

### 1. Formal Funds Request Criteria and Process

- Supported activities are expected to **follow the Collaboration Project principles** noted above.
- As principle, we consider requests in which **at least one other campus entity is also contributing financially** and another is involved.
- In general, requests will be granted for **\$300 or less**. On rare occasion, and with exceptional and strong justification, we will consider requests up to \$500 where there is significant cross-constituency engagement, impact and collaboration.
- Requests are made by completing our **FUNDS REQUEST FORM** (attached) and emailing to [CollaborationProject@adelphi.edu](mailto:CollaborationProject@adelphi.edu). You will receive a receipt confirmation within 3 days.
- All **publicity for the event should indicate co-sponsorship** by the Collaboration Project.
- By accepting funds, **organizers agree to respond to a post-event survey and submit publicity related materials/photos** for posting on our website to: [collaborationproject@adelphi.edu](mailto:collaborationproject@adelphi.edu)
- Budget requests must be submitted at least 3 weeks before the event date.

### 2. Approval of Funds

- Once your FUNDING REQUEST FORM has been received, the Collaboration Project designees will review the request to determine whether we are able contribute funds to the event.
- We will contact you with our decision within ten days of submission.
- **A condition for receiving funds is that you submit the flyer, complete the post-event survey and upload event related materials to the google folder.** (See below for the links)

### 3. Utilization of Funds

- Please **DO NOT** spend any funds until your request has been formally approved.
- The Collaboration Project follows the spending regulations set forth in Adelphi's Financial and Administrative Reference Guide. Whenever possible, funds are to be paid directly and avoid transferring funds between department accounts or reimbursing for expenditures that were paid for personally.
- Once your project has been given the go-ahead, you will be contacted about the spending protocols for your particular event.

For any additional questions about the Collaboration Project budgetary request process, please contact: Melanie Bush at: [bush@adelphi.edu](mailto:bush@adelphi.edu)



FOR OFFICE USE ONLY:

DATE RECEIVED:
APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO
AMOUNT:
FLYER RECEIVED:

## FUNDS REQUEST FORM (USE REVERSE IF NECESSARY)

EVENT NAME (OR WORKING TITLE):		
DATE:	TIME:	LOCATION:
CONTACT PERSON:	PHONE:	EMAIL:

EVENT SPEAKER(S), PRESENTERS, AND/OR FACILITATORS:		ANTICIPATED ATTENDANCE:
DESCRIPTION:		
EVENT GOALS:		
ADELPHI COMMUNITY READS EVENT (RELATED TO THE FRESHMEN READ)? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNSURE		
<b>HOST/SPONSOR OF THIS EVENT</b>	<b>ITEMS TO BE FUNDED</b>	CONTRIBUTION:
<b>CO-SPONSOR # 1.</b>	<b>ITEMS TO BE FUNDED:</b>	CONTRIBUTION:
<b>CO-SPONSOR #2.</b> COLLABORATION PROJECT	<b>ITEMS TO BE FUNDED:</b>	FUNDS REQUESTED:
<b>CO-SPONSOR #3.</b>	<b>ITEMS TO BE FUNDED:</b>	CONTRIBUTION:
<b>CO-SPONSOR #4.</b>	<b>ITEMS TO BE FUNDED:</b>	CONTRIBUTION:
<b>CO-SPONSOR # 5.</b>	<b>ITEMS TO BE FUNDED:</b>	CONTRIBUTION:
<p><b>Please forward the flyer</b> with this request or as soon as it is created.</p> <p>If you want the event posted on the E-campus banner <a href="http://it.adelphi.edu/catalog/event-listing-request/">http://it.adelphi.edu/catalog/event-listing-request/</a></p> <p><b>***Within two weeks after the event, please complete this brief survey</b> <a href="https://www.surveymonkey.com/r/CollaborationProjectEvents1819">https://www.surveymonkey.com/r/CollaborationProjectEvents1819</a> and</p> <p><b>***Submit event materials and photos</b> for the Collaboration Project Website <a href="https://drive.google.com/drive/folders/1JCArysE6zmmdxokW3TNUYtgpa96JVChX?usp=sharing">https://drive.google.com/drive/folders/1JCArysE6zmmdxokW3TNUYtgpa96JVChX?usp=sharing</a></p>		TOTAL EVENT COST

Please email completed form to [CollaborationProject@adelphi.edu](mailto:CollaborationProject@adelphi.edu)