

FUNDING REQUEST

Department: _____ Date: _____

Project (Proposal) Name: _____

Project Beginning Date: _____ Project Ending Date: _____

Total Cost of Project: _____ Amount Requested: _____
 (See #3 below.)

Your Index # _____ Account # _____
 (Non I&G Index required for transfer) (If known)

 Please provide a **brief** description here: (or include as attachment)

 Department Supervisor: _____
 Name Title

Project Mgr/Contact: _____
 Name Title

Email Address: _____ Phone #: _____

- Instructions:*
1. Attach a description (1-3pgs) of the goals, timelines, target population, and the benefits to the students, department, UNM and/or community.
 2. Submit the attached Proposed Budget worksheet to include all costs (supplies, equipment, printing, travel, etc) and to list other funding sources and approximate amounts.
 3. Upon completion of the project, submit **the end of project report within 30 days of the project end date**. Include information describing how the project benefited students; the number of participants and their role in the program. The report should also include a list of expenditures.

PLEASE ALLOW TWO (2) WEEKS TO PROCESS.

Proposals not approved will be returned to the Project Manager with a memo of explanation.

This Funding Request for _____ has been approved.
 Project Name

 Dr. Eliseo Torres, Vice President for Student Affairs

 Date

Office Use Only: VPSA _____ Pepsi _____ NM Plan _____ Other _____

PROPOSED BUDGET

Name of Project: _____

LIST EXPENSES (See instruction 2)	AMOUNT	JUSTIFICATION (Relation to project)

TOTAL PROJECT COST: _____

OTHER FUNDING SOURCES	AMOUNT

Signature of Project Manager _____ Date _____

Signature of Department Supervisor _____ Date _____