



FUNDS REQUEST PROCESS

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.

The process for requesting funds from the Collaboration Project is as follows:

1. Formal Funds Request

- It has been our longstanding practice to use our funds collaboratively. As principle, we consider requests in which at least one other campus entity is also contributing financially.
- The majority of requests are for funds of \$300 or less. On rare occasion, and with exceptional and strong justification, we will consider requests greater than this amount.
- Requests are made by completing our FUNDS REQUEST FORM (attached) and emailing to Gina DeBold at: **scardino-debold@adelphi.edu**

PLEASE NOTE: *Given our collective process, in order for the Collaboration Project to consider budget requests, they must be submitted at least 3 weeks before the event date.*

2. Approval of Funds

- Once your FUNDS REQUEST FORM has been received, the Collaboration Project committee will vote to determine whether we will contribute funds to the event.
- We will usually contact you with our decision within 1 week of submission.

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. In order to prevent complications, we try to 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 by Gina DeBold who will advise you as to spending protocol for your particular event.

4. Submission of Event Materials/Photos/Follow-up Survey

- Publicity related items for posting on our website as well as event photos should be emailed to Maggie Gray at: **collaborationproject@adelphi.edu**
- By accepting funds, organizers agree to respond to a post-event survey.

PLEASE NOTE: *We request that all publicity for the event indicate co-sponsorship by the Collaboration Project.*

For any additional questions about the Collaboration Project budgetary request process, please contact:

- Traci Levy at ext. 4595 or via email at: **levy@adelphi.edu**



FOR OFFICE USE ONLY:

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

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:
BRIEF DESCRIPTION OF EVENT:	
WHAT ARE THE EVENT GOALS:	

WHO IS THE MAIN SPONSOR OF THIS EVENT?	IS THIS AN AU COMMUNITY READS EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	TOTAL EVENT COST:
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CO-SPONSOR: COLLABORATION PROJECT	ITEMS TO BE FUNDED:	AMOUNT REQUESTED:
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CO-SPONSOR:	ITEMS TO BE FUNDED:	CONTRIB. AMOUNT:
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CO-SPONSOR:	ITEMS TO BE FUNDED:	CONTRIB. AMOUNT:

PLEASE EMAIL COMPLETED FORM TO GINA DEBOLD AT: scardino-debold@adelphi.edu