



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 for Fall 2017-Spring 2018 is as follows:

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**.
- 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. 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 to **submit publicity related materials and events photos** for posting on our website to: **collaborationproject@adelphi.edu**
- Budget requests 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 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.

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**



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 ADELPHI COMMUNITY READS EVENT (RELATED TO THE FRESHMEN READING)? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNSURE

CO-SPONSOR: COLLABORATION PROJECT	ITEMS TO BE FUNDED:	AMOUNT REQUESTED:
CO-SPONSOR:	ITEMS TO BE FUNDED:	CONTRIB. AMOUNT:
CO-SPONSOR:	ITEMS TO BE FUNDED:	CONTRIB. AMOUNT:
CO-SPONSOR:	ITEMS TO BE FUNDED:	CONTRIB. AMOUNT:
CO-SPONSOR:	ITEMS TO BE FUNDED:	CONTRIB. AMOUNT:
AFTER THE EVENT, DO YOU AGREE TO COMPLETE A BRIEF SURVEY AND SUBMIT EVENT MATERIALS AND PHOTOS FOR THE COLLABORATION PROJECT WEBSITE <input type="checkbox"/> YES <input type="checkbox"/> NO		TOTAL EVENT COST

**PLEASE EMAIL COMPLETED FORM TO
COLLABORATIONPROJECT@ADELPHI.EDU**