CU College of Engineering, Design and Computing
UNIVERSITY OF COLORADO **DENVER**

Student Initiatives Funding Request Process
Effective July 1, 2019

The College of Engineering, Design and Computing (CEDC) offers engineering student organizations and groups, as well as individual students the opportunity to request funding for events, projects, or activities that (a) enhance educational and/or professional opportunities for engineering students, (b) promote the mission of the college, or (c) have a tangible benefit to the College including visibility, awareness and community involvement.

FUNDING REQUESTS: Requests for funding must include the following:

- Name, phone number, email address and student ID of requestor.
- Name, student ID and department affiliation of each member on team (if group request).
- A description (in 500 words or less) of the event or activity including purpose and impact.
- Total amount being requested, with an itemized budget.
- Efforts made to obtain funding from other sources, including outcome of those efforts.

FUNDING EVALUATION: Requests for funding are reviewed on a first-come, first-served basis. Funding decisions will typically be made within one (1) week of the date of request and will be communicated via email to the applicant. Funding decisions will be based upon:

- How closely the proposal matches one or more of the funding requirements above (a, b or c)
- Completeness of proposal in both content and format
- Potential impact of the activity for the organization, group, individual and college
- Availability of financial resources within the college
- Availability of financial resources outside the college

Please note that the following will not be considered for funding:

- Applications with non-itemized budgets
- Social events
- Food for general meetings
- As a public institution, the University of Colorado prohibits the use of funds for the purchase of alcohol, tobacco, and fire arms as well as for political campaigning/lobbying.

Given the number of requests and the limited resources the college has to grant them, please understand that not all requests may be funded.

ACTIVITY SUMMARY: Recipients will be required to provide a one-page summary report (including photos if available) within 21 days of the conclusion of the activity demonstrating how it met one or all of the above-stated criteria (a, b, or c). This information may be shared on the college's website, Facebook page, or other social media platforms. Failure to provide this summary will impact future funding decisions. Recipients will receive an email following the event as a reminder to submit the activity summary.

APPLICATION PROCESS: Applications are accepted online via FormStack and must be received a minimum of 14 calendar days prior to the planned event, project or activity.

Application Form: https://ucdenverdata.formstack.com/forms/funding_request_form