

Student Initiatives Funding Request Process

Revised January 2024

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:** must include the following:

1. Name, phone number, email address, department, and student ID.
2. A description (in 500 words or less) of the event or activity, including purpose and impact.
3. Total amount being requested, with an itemized budget.
4. Efforts were made to obtain funding from other sources, including the outcome of those efforts. The University Office of Diversity, Equity, and Inclusion has [funding opportunities.](https://www.ucdenver.edu/offices/diversity-and-inclusion/resources/funding)

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

**Application Form**: <https://ucdenverdata.formstack.com/forms/funding_request_form>

**FUNDING EVALUATION: Funding requests** are reviewed on a first-come, first-served basis. Funding decisions will

typically be made within two weeks of the date of request and will be communicated via email to the applicant. Funding decisions will be based on the following:

1. How closely does the proposal match one or more funding requirements above.
2. Completeness of proposal in both content and format.

3 Potential impact of the activity for the organization, group, individual, and college.

1. Availability of financial resources within 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 using funds to purchase alcohol, tobacco, and firearms and 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.

This information may be shared on the college’s website and social media platforms. Failure to provide this summary will impact future funding decisions.