



STUDENT APPLICATION FOR FUNDING/SPONSORSHIP

Purpose of the Funding

Campus Access & Engagement (CAE) provides opportunities for funding to support student groups and university organizations/departments that are providing programming for current TTU students, that is also in line with the mission and vision of CAE and TTU.

Getting Started

Please read through the application to ensure you understand all components and have all documents needed before you begin. Should you need assistance completing the application, contact Denise Garcia at denise.y.garcia@ttu.edu.

Requirements for Consideration:

- Requestor must be affiliated with and in good standing with Texas Tech University;
- Requests should be in alignment with the mission and vision of CAE and TTU;
- Any unutilized remaining funding will be forfeited;
- Multiple requests can be submitted in one application if it is within the same month and aligned with a series or heritage month and/or week; and,
- Please note, ***we are not currently funding student travel requests***. Please check with SGA and the academic colleges.

Timeline

- Funding applications are accepted on a rolling basis and must be submitted at least four (4) weeks in advance of the program or event;
- Please allow at least two (2) weeks for the review of the application and decision; and,
- Funding allocation is dependent on available funds.

Funded Sponsorship Guidelines:

- Requestor must meet with the Senior Director, Olga Achourkina, before receiving funding, to discuss university spending policies and procedures;
- Departmental procurement card will be checked out for a maximum of two (2) hours to make purchases;
- Funded events and programs must include the Campus Access & Engagement logo in online and print marketing materials to include flyers, event programs, posters, etc...; and,
- All marketing, including sponsorship notations must be approved by Dr. Ashley Gonzales before any funding is provided.

Post Program or Event

- **An event summary of at least one-full page, attendance numbers, receipts and detailed expenses must be submitted to Denise Garcia, no later than 2 weeks after your event.**
- All programs and events must submit a sign in sheet to include all attendee names and email addresses
- CAE is **NOT** responsible for past due invoices submitted beyond 30 days of the event.

Name of Organization/Unit Requesting Funds:
Primary Contact Name/Phone Number/Email Address:
Proposed Event Title (if your request involves multiple events, include all event titles or attach supplemental document with details):
How will this event benefit the Texas Tech community? (Example: Why is this important, who will it benefit, what will participants learn?) <i>If submitting multiple events, details each benefit per event.</i>
<u>Event Logistics (for multiple events, attach a separate document for each event)</u>
Is this an: On-Going Event: ___ One-Time Event: ___
Date(s) (mm/dd/yyyy): _____
Location: <input style="width: 80%; height: 20px;" type="text"/>
Total Amount Requesting: \$ _____ (Any remaining funds MUST be forfeited to our office after the event(s)) <i>Please attach a spreadsheet detailing the budget for the event(s). Budgets must include actual pricing and provide documentation for the itemized budget. Each event must include the details of the itemized budget for those submitting multiple requests.</i>
Have you requested funding from the Student Government Association for this event or program? ___ Yes ___ No <i>If you requested funding from SGA, did you receive funding?</i> ___ Yes ___ No <i>If SGA is providing funding, please provide the amount.</i> \$ _____ Are you receiving any other funding for this event or program? ___ Yes ___ No <i>If you are receiving other funding, please provide the amount.</i> \$ _____

Please email completed form to:

Denise Garcia

Campus Access & Engagement
campusaccessandengagement@ttu.edu

T: 806.742.7025

ACKNOWLEDGEMENT: The requirements and sponsorship guidelines have been read and are understood. By signing this application, you recognize that you are an authorized representative of your organization to solicit funding on behalf of the organization. By signing this application, you agree, that if funded, you will adhere to the stipulations of the funding and university spending requirements.

Applicant Signature

Date

Office Use Only

Approved

Not Approved

Date: _____

Amount: _____

COMMENTS:

Signature – Olga Achourkina, Senior Director

Date