



TEXAS TECH UNIVERSITY

Division of Diversity,  
Equity & Inclusion

APPLICATION FOR FUNDING  
AND SPONSORSHIP FY'20

Name of Member Submitting Request:
Mailing Address:
Physical Address:
Phone Number(s):
E-Mail:
<p><b><u>Requirements for Consideration:</u></b></p> <ul style="list-style-type: none"> <li>• Requestor must be affiliated with TTU.</li> <li>• Department must be in good standing with the University.</li> <li>• Fall Applications:       <b>Open:</b> August 30, 2019                   <b>Close:</b> November 1, 2019</li> <li>• Spring Applications:     <b>Open:</b> January 2, 2020                   <b>Close:</b> March 2, 2020</li> <li>• Summer Applications:   <b>Open:</b> April 24, 2020                   <b>Close:</b> May 29, 2020</li> </ul> <p><b><u>Sponsorship Guidelines:</u></b></p> <ul style="list-style-type: none"> <li>• Requestor must meet with Olga Achourkina, DDEI Finance Director, before receiving funding, to discuss university accounting policies and procedures.</li> <li>• If DDEI funds \$500 or less, the sponsorship should be recognized in text, flyer, program, etc.</li> <li>• DDEI funds more than \$500, the event program/advertising should include the DDEI logo.</li> <li>• All marketing, including sponsorship notations, must be approved by the office of Marketing before all funding is provided.</li> <li>• An event summary and actual budget must be submitted to the office of the Vice President <b><u>no later than 2 weeks after your event</u></b>. A follow-up meeting may be requested for a PowerPoint presentation.</li> <li>• All funding applications <b>MUST</b> be submitted at least 30 days prior to your event. The DDEI is <b>NOT</b> responsible for past due invoices submitted beyond 30 days of the event.</li> <li>• Any remaining funds <b>MUST</b> be returned to DDEI with receipts.</li> </ul>
Department/Organization Requesting Funds:
Current Department Chair/Dean/Organization President (if applicable):
Contact Information:

Proposed Program/Project/Event:

Description of Project/Event: *(Use separate sheet as needed)*

How does this event/program benefit Texas Tech University?

What is the goal in creating this program/project/event? (Are other sources being requested? If so, how much and from who?)

How do the goals of this project/program/event advance diversity initiatives and the academic mission of TTU?

Is this an: On-Going Event:  One-Time Event:

Timeline for this program/project/event to be held:

Date (mm/dd/yyyy):

Beginning Time:  AM  PM  Ending Time:  AM  PM

Location:

Amount Requesting: \$ \_\_\_\_\_  
(Any remaining funds MUST be returned to DDEI after the event)

What is the detailed budget for the program/project/event? **Before submitting, please check actual prices and provide documentation for the itemized budget.**

What are other sources of funding for this project?

What is your total budget for the year?

In the event your request is approved, what is the name and contact information of the business manager for fund utilization?

Have you been funded by our office before? Yes \_\_\_ No \_\_\_

When?: \_\_\_\_\_/\_\_\_\_\_: (month/year)

How Much? \$\_\_\_\_\_

Describe the Event:

**Please deliver or mail completed form to:**

*(E-mailed applications will not be accepted)*

**Office of the Vice President**

Division of Diversity, Equity & Inclusion  
Box 45024 | MS 5024 | Administration Building, Suite 164  
Lubbock, Texas 79409-5024  
T: 806-742-7025

**ACKNOWLEDGEMENT:** The requirements and sponsorship guidelines have been read and are understood.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**



*Office Use Only*

Approved

Not Approved

COMMENTS:

\_\_\_\_\_  
**Signature – Dr. Carol Sumner, Vice President**

\_\_\_\_\_  
**Date**