



TEXAS TECH UNIVERSITY
Division of Diversity,
Equity & Inclusion

STUDENT APPLICATION FOR FUNDING / DIVISIONAL SPONSORSHIP

Purpose of the Funding

The Division of Diversity, Equity, and Inclusion (DDEI) provides funding to support student groups that are providing programming on campus that is in line with the divisional mission and vision.

Getting Started

Please read through the application making sure you understand all of the application components and ensuring all documentation needed is accessible before you begin. Should you need assistance completing the application, contact Nefertiti Beck, nefertiti.beck@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 DDEI
- Please note, DDEI is not currently funding student travel requests. Please check with SGA and the academic colleges
- 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.

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 application and decision

Funded Sponsorship Guidelines:

- Requestor must meet with Nina Ham, Lead Administrator, 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 DDEI logo in online and print marketing materials to include flyers, event programs, posters, etc...
 - Any emails or text materials should note that DDEI is a sponsor of the program or event
- All marketing, including sponsorship notations, must be approved by DDEI Senior Director, Jade Silva Tovar, before all funding is provided.
- Post Program or Event
 - **\$500 or less** – an event summary, including attendance numbers and detailed expenses must be submitted to Jade Silva Tovar, DDEI Senior Director, **no later than 2 weeks after your event.**
 - **\$501 or more** - A Power Point presentation to include an event summary and actual budget must be submitted and presented to Jade Silva Tovar, DDEI Senior Director, **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
- The DDEI is **NOT** responsible for past due invoices submitted beyond 30 days of the event.

Application for Funding

Name of Organization Requesting Funds:
Primary Contact Name/Phone Number/Email Address:
Proposed Event Title (if your request involves multiple events, include all event titles):
How will this event/these events 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>
How do the goals of this event advance topics of diversity, equity and inclusion and the mission of TTU?
<u>Event Logistics: for multiple events, attach a page with all of this information per event</u>
Is this an: On-Going Event: ___ One-Time Event: ___
Timeline for this program/project/event to be held:
Date(s) (mm/dd/yyyy): _____
Beginning Time: _____ AM ___ PM ___ Ending Time: _____ AM ___ PM ___
Location: <input style="width: 80%; height: 20px;" type="text"/>
Total Amount Requesting: \$ _____ (Any remaining funds MUST be forfeited to DDEI 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 for multiple requests.</i>

Have you requested funding from the Student Government Association for this event or program? _____ Yes _____ No

If you requested funding from SGA, did you receive funding? _____ Yes _____ No

If SGA is providing funding, please provide the amount. \$ _____

Are you receiving any other funding for this event or program? _____ Yes _____ No

If you are receiving other funding, please provide the amount. \$ _____

Have you previously been funded by DDEI? Yes _____ No _____

When? _____/_____: (month/year)

How Much? \$ _____

Describe the prior event or program that was funded:

Please email completed form to:

Jade Silva Tovar, Senior Director
Division of Diversity, Equity & Inclusion
Jade.silva-tovar@ttu.edu
T: 806.834.7831

ACKNOWLEDGEMENT: The requirements and sponsorship guidelines have been read and are understood. By signing this application, you recognized 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. Any changes in the request must receive prior approval by the DDEI Senior Director.

Applicant Signature

Date

Office Use Only

Approved

Not Approved

Date: _____

Amount: _____

COMMENTS:

Signature –Jade Silva Tovar, Senior Director

Date