[College Logo]

STUDENT-CENTERED FUNDING REQUEST

FUNDING REQUEST FORM			
Requested by:		**Date:**	
Email:		**Phone:**	

PLEASE SELECT:

☐ Curriculum Development ☐ Equipment ☐ Professional Development

☐ Supplies ☐ Software ☐ Staffing

☐ Service/Strategy (e.g., Student Equity Plan, GP, etc.) ☐ Other

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Please provide a brief description of the need/request. Please read the last page of this form to ensure your request is compliant with institutional funding guidelines.

Using the Student Journey "Cheat Sheet," how does the request align with the student journey framework (Connection → Entry → Progress → Completion→ Transition) and specific strategies/outcomes within the framework?

_____

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Amount requested   **$** _____
Date item needed by: _____   **Or Dates of Travel: _____
Other comments.
How will you evaluate the impact of the funding requested?   For example: •   Survey students or faculty   •   Experimental assignment of students into treatment and control groups   •   Observational study of students who choose a particular service   •   Assessment of ILO or Program Learning Outcome   •   Other

You will be notified when the is request received, approved or denied, and the stipend, purchase request, or travel paperwork has been processed. You may be contacted for additional information at any point in the process.

[Sample disclaimer language, if needed]

I agree to comply with conditions of the funding request process and any additional agreements pursuant to this request for funds. I understand that I am performing work for hire that is paid for by a variety of funding sources, and that I relinquish any and all current and future rights to any derivative products. I certify that the work does not infringe upon any copyright, violate any property rights, or contain any scandalous, libelous, or unlawful matter. The fund recipient will defend, indemnify, and hold harmless the college and/or its licensees against all claims, suits, costs, damages, and expenses that the college and/or its licensees may sustain by reason of any scandalous, libelous, or unlawful matter contained or alleged to be contained in any material product or any infringement or violation of any copyright or property right; and until such claim or suit has been settled or withdrawn, the college may withhold any sums under this agreement.

☐ I agree to conditions

Signature of Applicant: _____   **Date:** _____

Approval of Immediate Supervisor: _____   **Date:** _____

For Office Use Only

Tracking	Date	Initials
Confirm Request Received:		
Request Logged in:		
Approved		
Denied		
Notification of Approval		
Processed: (PR Launch or Travel ppwk)		
PO#		
Final Cost:		

[Sample Expenditure Guidelines]

REASONABLE and JUSTIFIABLE

All expenditures should be reasonable and justifiable. "Reasonable" means expenditures are prudent and every effort is made to utilize funds efficiently. "Justifiable" means expenditures are consistent with goals and activities related to the strategies/outcomes within the student journey framework.

NON-ALLOWABLE EXPENDITURES

1. Gifts: Public funds may not be used for gifts or monetary awards of any kind. Expenditures for a public purpose are not considered a gift of public funds.

2. Stipends for students: funds cannot be used to pay stipends to students for participation in program or classroom activities.

3. Political Contributions.

4. Courses: funds may not be used to pay for the delivery of courses that generate FTES.

5. Supplanting: Any funds spent on these programs should supplement, not replace, general or state categorical (restricted) district funds expended on similar program activities prior to the availability of program funding. This restriction applies to categorical programs and any other federal, state, and county programs.