**DDCE Student Organization Co-Sponsorship Program Application**

Online Application can be found at <http://diversity.utexas.edu/student-org-funding/>

Please note the following procedures that guide our co-sponsorship process:

•Applications are only accepted online through this form.

•Only one application will be considered per student organization per semester.

•The maximum sponsorship amount available for each organization is $250.

•Only registered student organizations in good standing with Student Activities in the Office of the Dean of Students are eligible to receive funding.

•Please note that the deadline for consideration for funding is the 12th class day of each semester: Wednesday, January 31st for Spring '18 events.

•Funding notifications will be emailed the week of February19th. (If your event takes place prior to the deadline or notifications, please contact Yvonne Loya at yloya@austin.utexas.edu.)

•Before funding is awarded we may schedule an interview with a representative from your organization.

Please note that the DDCE WILL NOT FUND any of the following items: alcohol, flowers, greeting cards, gift cards, food, drinks, travel expenses and conference fees.

Thank you for your interest and please let us know if we can answer any questions you may have via email at yloya@austin.utexas.edu.

If your organization is selected to receive funding, please note the following guidelines: •Funds must be used by the end of the semester in which the funding was allocated.

•NO REIMBURSEMENT CHECKS will be issued to students or student organizations. Please DO NOT purchase items, and then request a reimbursement check.

•All purchases must be planned ahead with the Executive Director of Community and External Relations, Yvonne Loya at yloya@austin.utexas.edu. Please contact Yvonne, at least 2 weeks prior to your event, to ensure that we have enough time to use the funds in the way that you need them.

•You will not receive a check in the amount you’ve been allocated; instead DDCE will make a payment towards the event expense.

•Please note at the bottom of this page, the items that we will not fund.

•If your organization has an account number with a university department, it is possible we can do a transfer of funds to that department.

•If the division is paying for promotional items (flyers, t-shirts, posters, etc.), these items must be approved before the purchase is made. Be sure to include DDCE as a sponsor on the item. You can either write out "Division of Diversity and Community Engagement" or use the acronym "DDCE" or use the DDCE logo, available upon request.

•T-shirts may not be sold for any reason.

•Your organization must submit a blog entry - by filling out this form - containing a post-event summary and photos no later than one week after your event date. Failure to submit a blog entry by the deadline may result in your organization not being considered for future co-sponsorship.

•Please note that the DDCE WILL NOT FUND any of the following items: honorariums for a speaker or presenter, alcohol, flowers, greeting cards, gift cards, food, drinks, travel expenses and conference fees.

Do you acknowledge that you have read and understand all the information above?

Organization Name:

Organization Type:

Primary Contact Name:

Primary Contact Phone:

Primary Contact Email Address:

Secondary Contact Name:

Secondary Contact Phone:

Secondary Contact Email Address:

Event Name:

Event Day (which day of the week will the event occur):

Event Date:

Event Time:

Event Location:

Expected Attendance:

Requested Contribution:

What are your funding priorities?:

Event Budget:

If you have a budget prepared, copy and paste it in the text box below.

Please list other departments/organizations that you requested funding for this event and the amounts requested.

Please provide a short description of the program or event, including goals, background and purpose.

Explain why this event is beneficial to the university community and how it advances and/or engages the community.

In what ways will the Division of Diversity and Community Engagement be recognized for its contribution?