

# Funding Request Form

## Provost's Special Request Fund

08.01.24



Please complete and forward this form electronically to your dean, vice president, or advisor (for student groups) who will approve and submit it to [Kerry Castano](#) in the Office of the Provost.

Annual due dates for funding requests: October 1, February 1, and April 1. Decisions will be issued on October 15, February 15, and April 15. Once the Provost's Discretionary Fund has been fully allocated, there will be no further awards that year.

Today's Date: \_\_\_\_\_  
Name of Requester: \_\_\_\_\_ Title of Requester: \_\_\_\_\_  
Requester's University of Vermont E-mail Address: \_\_\_\_\_  
Home Department/Group: \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Description of proposed activity: \_\_\_\_\_  
Is this activity open to the public? Yes No Is it a ticketed activity? Yes No  
How many attendees do you estimate will attend? \_\_\_\_\_

If you believe your speaker or activity may be high profile (see examples in italics below), please briefly describe why.

Total Budget: \_\_\_\_\_ Amount of Provost's Discretionary Funding Requested: \_\_\_\_\_  
Outline budget by category and amount below (example: Transportation \$250, Publicity \$100)

Other sponsors from whom funds have been requested/provided (and amounts):

Please describe the ways in which the proposed activity supports no fewer than **three** of the following criteria:

- Supports positive institutional impact
- Impacts multiple departments/programs/colleges/schools
- Articulates clear, feasible, and measurable outcomes
- Furthers leadership and professional development opportunities
- Enhances institutional reputation
- Enriches academic or co-curricular activities
- Supports student success and satisfaction
- Responds to critical or timely issues/needs at any institutional level
- Supports innovation, entrepreneurship, or global experiences

High-profile events include events in which participants, presenters, or attendees are:

- Government officials (e.g. sitting and former heads of state, governors, federal judges, cabinet secretaries, etc.);
- Leaders of large organizations (e.g. CEO of a Fortune 500 company, a Catholic Cardinal, the Chairs of national organizations);
- Well-known celebrities or artists;
- Controversial and likely to attract protest.

*They include events that:*

- *Have drawn heightened attention on other campuses or in other venues;*
- *Have a controversial subject matter likely to attract organized protest;*
- *Are likely or intended to garner significant media attention;*
- *Expect an attendance of 200 or more people;*
- *Discuss sensitive topics.*