



**University of Colorado at Boulder  
Office of Community Relations  
Request for Funding Support form**

Today's Date:     /     /

Date of expected visit/program:     /     /

**K-12 School information**

School Name:
Teacher Name:
School Address, City, ZIP:
Phone: Fax: Email address:
Grade level and number of students participating in program:

**CU-Boulder CU4K12 Program information**

Name of CU-Boulder outreach program of interest:
CU-Boulder outreach program contact, phone number and email address:
Brief description of specific outreach activity:
Has your school participated in this outreach program in the past?    Yes    No    If so, when:    /    /

**Funding Information**

Amount requested (\$300 maximum):
Transfer awarded funds to UCB account number:
Please describe what these funds would be used for:
<i>Note: Please read the Funding Support Guidelines before submitting your request.</i>

**Transportation Funding Request Information**

The Office of Community Relations can only pay transportation costs to our university-affiliated Transportation Department. If you wish to use CU busses, please contact Tina Goeden at 303-492-6603, and indicate that you are working with the Office of Community Relations. All funding requests are limited to a maximum of \$300.00, including transportation requests. If your transportation costs exceed this figure, your school will be billed for the difference between your approved funding and the actual costs. Please initial here \_\_\_\_\_ to indicate that you understand that you will be billed for any transportation fees in excess of your granted funding.

Please fax completed *Request for Funding Support* form to Gail Siegel, 303-492-0664. Funding support for a CU-Boulder K-12 outreach program is available through the CU-Boulder Office of Community Relations. Coordination of program logistics is the responsibility of the CU-Boulder Outreach Program.



**University of Colorado at Boulder  
Office of Community Relations  
Funding Support Guidelines**

**Mission**

Provide financial support to CU-Boulder's CU4K12 outreach programs to help serve K-12 schools throughout Colorado.

**Funding Criteria**

All requests must be received for a participating program listed on the CU4K12 web site, or the program must be eligible to become listed on the site. Priority for funding will be two-fold; underserved areas/schools in Colorado are to be strongly represented and a cross-disciplinary group of programs from CU-Boulder will be favored in order to best support all areas of studies in CU-Boulder K-12 outreach programming.

Funding may be used for transportation to the Boulder campus or program travel to the participating K-12 schools, purchase of materials for the K-12 classroom for the specific program, delivery and program fees, and other costs that will be left to the discretion of the Office of Community Relations. Funding cannot be used to supplement CU-Boulder faculty/staff or Colorado K-12 teacher salaries or honorariums. Funding cannot be used for the purchase of capital goods (i.e.: computers and equipment).

Approved funds will be transferred into the UCB CU4K12 outreach program's account upon the completion of the program.

**Funds**

A maximum of \$300 can be requested at one time, per outreach program activity. The Office of Community Relations will focus award support across disciplines.

If your program receives funds from the Office of Community Relations, please use the following statement in all publicity, advertising and other printed materials related to the program:

*Funding support for (name of program) has been provided by the CU-Boulder Office of Community Relations.*

Funding support for a Colorado K-12 school to participate in a CU-Boulder CU4K12 program is available through the CU-Boulder Office of Community Relations. Coordination of the logistics for the CU4K12 program should be handled directly with the participating CU-Boulder outreach program.

**Additional Contact Information**

University of Colorado at Boulder  
Office of Community Relations, CU4K12 Program  
584 UCB  
Boulder, CO 80309-0584

Web: [www.colorado.edu/communityrelations](http://www.colorado.edu/communityrelations)

Email: [cu4k12@colorado.edu](mailto:cu4k12@colorado.edu)

Fax: 303-492-0664