



STUDENT ORG ADDITIONAL FUNDING REQUEST FORM

Student Org: _____ Date submitted: _____

Name of requestor(s): _____

Requestor email(s): _____

Amount requested: _____ Date funding is needed*: _____

**All requests should be submitted at least two weeks prior to event or date funding is needed. Approval of funding requests may be dependent on number of requests and funds available. Approved funds may only be used for purpose/event for which they were originally applied. Funds will only be provided by ENVD for events that are open to all students.*

Purpose for requested funding:

Describe why additional funding is being requested from ENVD, measures that have been taken to obtain funding from other sources, and any other relevant information.

Signature of requestor: _____

To be eligible to receive additional funding from the Program in Environmental Design, student organizations must be a CU Boulder Recognized Student Organization and in good standing with ENVD and the CU Boulder Center for Student Involvement. Student organizations cannot apply for funding from ENVD for the same event multiple times.

Submit completed form to the ENVD Finance and Data Analytics Manager, Anna Parsons: anna.parsons@colorado.edu
Price quotes and/or contracts MUST be submitted with the Funding Request Form.

If funding is approved, you will need to:

- Set up an appointment with the ENVD Finance and Data Analytics Manager if paying for items with credit card to make payment.
- Turn in all itemized receipts, contracts and other forms to the ENVD Finance and Data Analytics Manager

Please note: Funding for travel will not be provided by ENVD and must be applied for through the Center for Student Involvement (CSI). To best ensure funding requests are approved by CSI funding boards, it is recommended that student orgs submit requests to CSI 6-8 weeks prior to travel date.

Approving officer: _____ Approved / Amount: _____ Denied