



Request for Special Funding Instructions

1. ***Requests for Special Funding cannot exceed \$2,000.00. Please attach a breakdown of the purpose of the requested funds.**
2. This form must be submitted with approvals (signatures 1-3) to the DCC Educational Foundation **45 days** prior to the event. Funding of these requests is a process between the DCC Educational Foundation Office and the DCC Business Office and there must be sufficient time to complete this process prior to the event.
3. **The applicant must provide information (i.e. contact person, address, phone number) for payment.** Funds will be paid directly to the conference venue and/or hotel. No funds will be dispersed directly to a student or paid towards employment (i.e. salary, benefits, or compensation).
4. All funds must be used for DCC students and faculty chaperones only. Faculty expenses will not be covered if these expenses can be covered by DCC travel funds (i.e. hotels, mileage, per diem).
5. **Any funds not used must be returned to the DCC Educational Foundation.**
6. Please provide the DCC Educational Foundation receipts, event information, etc.
7. Within 30 days of returning to campus/conclusion of event, submit to the DCC Educational Foundation your plan to implement (**Implementation Plan, page 3**) what was learned.

If you have questions, please contact Cheryl Hill at 434-797-8437 or chill@dcc.vccs.edu.



Requested by: _____

1. What is the requested amount? _____

2. What is the purpose of the requested funds?

3. When and where does the event take place?

4. How many students will be impacted by the funds? Please provide a list of all students showing both name and Emplid.

5. How will the student/students benefit?

Approval of Division Dean (1)

Date

Approval of Appropriate Vice President (2)

Date

Approval of President (3)

Date

Authorization of Executive Director

Date



Implementation Plan

1. What was/were the date/s of the event? _____

2. Where did the event take place?

3. Please provide a list of all students who attended, both name and Student I.D. (Emplid)?

4. How did the student/students and the department/club/college benefit from this funding?

If this form is not completed and returned with the requested information as outlined on page 1 (Request for Special Funding Instructions), approval for future funding requests could be negatively impacted.