Dear Applicant,

The Educational Opportunity Program (EOP) has a limited amount of funding to assist student organizations in meeting EOP’s departmental objectives of servicing income eligible first generation college students.

Criteria necessary to be considered for EOP funding:

- Funding will be awarded for activities which are consistent with the EOP Departmental Mission.
- Group submitting request must be a currently registered campus organization.
- If funding is awarded, the recipient group must provide a brief summary to EOP within two (2) weeks after the event. Failure to do so may mean forfeiture of future EOP co-sponsorship funding for the group.
- Funded activities must be campus-based in nature. (EOP will not provide funding for travel/expenses to/for any conferences/events that are held off campus).
- The following statement must be included in any promotional materials or programs in which sponsors’ names are listed: “Provision for funding by sponsors does not represent endorsement or approval of the event or its content.”
- To assist you in organizing your events, all requests must be completed and received by EOP at least 1 month prior to the date of the event.

Please note: requests are approved on a case by case basis and based on the availability of funds. Approval of funds is not guaranteed.

Attachments

1. Application
2. Evaluation Form (due 2 weeks after event date)

Sincerely,

Educational Opportunity Program
Please fill out this form completely. Attach a funding proposal, budget, and any other pertinent information (e.g., fliers for the event, event agenda etc.). Use additional sheets if necessary.

*Organization: ___________________________  *OSL Acct. #: ___________________________

*Contact Person: ___________________________  *Phone Number: (___) ___ - _______

*E-mail: ___________________________  (please provide Umail)  *Date: ___________

*(Inability to get a hold of you in case of questions, via email and phone, may jeopardize funding).

*Name of Event: ___________________________  *Expected Attendance: ___________

*Purpose of Event: ___________________________

*Date of Event: ___/___/___  *Time: __________ to __________  *Location: _____________  Admission Fee (if any): ___

*Total Estimated Budget: __________

*Check will be made Payable To: Organization c/o OSL account → No exceptions

*If you are requesting funds from other sources, please list them:

Name: ______________________  Amount: ______  Name: ______________________  Amount: ______

Name: ______________________  Amount: ______  Name: ______________________  Amount: ______

*If you have received confirmation of funding from other sources, please list them below:

Name: ______________________  Amount: ______  Name: ______________________  Amount: ______

FOR OFFICE USE ONLY

EOP Coordinator/Counselor  □ Approved  □ Not Approved  Amount: $______  Budget Area: __________

Reason for approving or denying request:

Coordinator/Counselor (Print) ___________________________  (Sign): ___________________________  Date: ______

EOP Business officer  Available Funds for Budget area: ___________ (i.e. CRC, student services, etc)

(Print) ___________________________  (Sign): ___________________________  Date: ______

EOP Director  □ Approved  □ Not Approved  Amount: $ ______

Reason for approving or denying request:

EOP Director (Print) ___________________________  (Sign): ___________________________  Date: ______
2018-2019 EDUCATIONAL OPPORTUNITY PROGRAM
APPLICATION FOR FUNDING CO-SPONSORSHIP

***Please Read Guidelines***

Please fill out this form completely. Attach a funding proposal, budget, and any other pertinent information (e.g., fliers for the event, event agenda etc.). Use additional sheets if necessary.

Organization: ____________________________  Event Name & Date: ____________________________

1. What was the purpose of your event?

2. Did the event meet your goals?

3. Who was your target audience?
   a. Number of Participants who attended:
      Students _____ Staff _____ Faculty _____ Community _____

4. How would you improve your event in the future?

5. Total amount of funding secured _______
   What were your total expenses _______