**DICE Program Funding Proposal**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Group: | Click or tap here to enter text. | | | | | | | |
| Name of Group Contact Person: | | Click or tap here to enter text. | | | | | |
| Title of Event: | Click or tap here to enter text. | | | | | | |
| Event Date: | Click or tap here to enter text. |  | | Event Time: | | Click or tap here to enter text. | |
| Name of Co-Sponsors (if applicable): | | | Click or tap here to enter text. | | | |
| Account # to transfer funds to (if applicable): | | | | | Click or tap here to enter text. | |

EVENT STATEMENT:

Please describe the nature of your event and how it relates to the DICE mission of promoting unity and respect within its community, and to support and ensure the success and retention of all minority students, faculty, and staff. Please also state how this event will meet the goals of your organization.

|  |
| --- |
| Click or tap here to enter text. |

EVENT BUDGET:

Please provide a detailed proposed budget (including a list of other funding sources).

|  |  |  |
| --- | --- | --- |
| **Expense Type** | **Expense Description** | **Amount** |
| Food and Beverage | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. |
| Honoraria | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. |
| Lodging | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. |
| Set-Up Fees | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. |
| Supplies | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. |
| Transportation | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. |
| Outgoing Co-Sponsorship | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. |
| Miscellaneous | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Total Event Budget: | Click or tap here to enter text. |
|  |  |  |
| Incoming Co-Sponsorship | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Remaining Event Funds Needed: | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| Total requested from DICE General Programming funds: |  | Click or tap here to enter text. |
|  |

REQUIRED SIGNATURES:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Treasurer | Click or tap here to enter text. |  |  |  | Click or tap here to enter text. |
| President or VP | Click or tap here to enter text. |  |  |  | Click or tap here to enter text. |
|  | (Print) |  | (Sign) |  | (Date) |

Thank you.

**IMPORTANT:** All proposals are **DUE 1 MONTH IN ADVANCE OF THE EVENT** and should be submitted to Seelai Karzai at: [seelai.karzai@dartmouth.edu](mailto:seelai.karzai@dartmouth.edu). If funding is granted, we request that you add “Diversity, Inclusion & Community Engagement (DICE)” as one of your sponsors or funding sources.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FOR OFFICE USE ONLY** | | |  |  |  | |
|  |  |  |  |  | |  |
| Date Received: | Click or tap to enter a date. | |  | Amount Approved: | Click or tap here to enter text. | |
| Date Processed: | Click or tap to enter a date. | |  | Processed By: | Choose an item. | |
| Charge to Chart String: | | Click or tap here to enter text. | | | | |
| If rejected, state reason: | | Click or tap here to enter text. | | | | |