



# CASE WESTERN RESERVE UNIVERSITY Office for Diversity, Equity and Inclusive Engagement

## Office for Diversity, Equity and Inclusive Engagement Funding / Sponsorship Request Form

The Office for Diversity, Equity and Inclusive Engagement may be able to provide supplemental funding towards programming that promotes diversity and inclusion on campus and beyond. After you submit this form, you will be contacted at a later date with our decision.

### Criteria

- The Office for Diversity, Equity and Inclusive Engagement's funding is prioritized for collaborative events/programs/activities with multiple campus partners and organizational sponsors
- Full completion of the Funding Request Form
- The Office for Diversity, Equity and Inclusive Engagement's funding to be used for pre-approved quotes, documentation to be attached with the Funding Request Form.
- Recognition of The Office for Diversity, Equity and Inclusive Engagement as a sponsor via event marketing and advertising material, submission of this material to [OIDEO@case.edu](mailto:OIDEO@case.edu).

### Application Process & Timeline

- Funding Request Form
- Quotes
- Event Budget

### Contact Information

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Requesting Department/Organization \_\_\_\_\_

E-mail \_\_\_\_\_

Phone \_\_\_\_\_

Campus Address \_\_\_\_\_

**Event Details**

<b>Event Title:</b>	
<b>Event Details/Description:</b>	
<b>Event Date and Time:</b>	
<b>Event Location:</b>	
<b>How does this event promote diversity and inclusion?</b>	

**Funding Details**

<b>What is the total cost of the event?</b>	
<b>Please list your budget (the individualized pricing for event services and amenities).</b>	
<b>What amount are you requesting from The Office for Diversity, Equity and Inclusive Engagement?</b>	
<b>How will this amount be used for the event?</b>	

<p>Please list all other co-sponsors of this event (including your organization, if applicable).</p>	
<p>If there are other co-sponsors, please outline in detail, how much they will be contributing.</p>	
<p>When is the deadline for you to receive the The Office for Diversity, Equity and Inclusive Engagement's final decision?</p>	
<p>What programming or initiatives sponsored by the Office for Diversity, Equity and Inclusive Engagement, have you supported as an organization/individual? Please describe how you have supported such programming/initiatives.</p>	