

**Funding Application Form**

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| Name: | Date: | | Email: |
| Department or Organization: | | | |
| Cell phone: | | Mailing Address: | |

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| 1) Please provide a brief description of the proposed activity (250 word maximum): |
| 2) Proposed date and time of the event: |

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| 3a) Are you requesting that the Persian Studies program be the lead sponsor of this event? Yes  No |
| 3b) Which other departments or units are you approaching for support? Please list up to four primary co-sponsors. For each one, please indicate whether it is the lead sponsor of the event, the amount of funding you are requesting, the commitments they have already made, and the name of your contact person.  i.  ii.  iii.  iv. |
| 4a) Are you requesting administrative support from Persian Studies, in addition to financial support? Yes  No |
| 4b) Please indicate which administrative services you would require:  room reservation(s)  hotel room booking(s)  food / catering orders  transportation arrangements for speaker  publicity  honorarium / professional service fee  financial transactions  Other (please list): |

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| 5) Amount of funding you are requesting from Persian Studies at Carolina: |
| 6) Please provide an itemized budget that lists expected expenses (e.g., travel, speaker honorarium, supplies, etc): |
| 7) Please provide any other notes or comments not covered in the above: |
| *Please note: All events sponsored or co-sponsored by Persian Studies Program require post-event information about attendance. You will be asked to provide this information no later than the next business day after an event. Please plan on preparing a sign-in sheet that will allow for people to be counted by their affiliation (including: student, staff, faculty, K-12 teacher, member of the public). Should your event be funded, you will receive detailed information and instructions.*  I agree to provide attendance information to Persian Studies Program. |