



**CULTURAL AFFAIRS  
REQUEST FOR FUNDING**

*Please fill out completely. Support material may be attached.*

**Project Title** \_\_\_\_\_

**Project Director/Leader** \_\_\_\_\_

**Tentative Date(s)** \_\_\_\_\_

**Event Location** \_\_\_\_\_

**Event Description and Audience** \_\_\_\_\_

**How will it benefit WWCC students? The community?** \_\_\_\_\_

**Expected Attendance** \_\_\_\_\_

**Budget Summary – Please include all funding sources**

<b>Budget</b>	
Invited Lecturer	
Per Diem	
Transportation	
Lodging	
Other (please list)*	
<b>Total</b>	
<b>Additional (Matching) Funds</b>	
<b>Cultural Affair Request</b>	

- Suggested possibilities: BOCES, Sweetwater County Joint Travel and Tourism, Wesswick Foundation

Will you charge for the event? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Amount \_\_\_\_\_

**If approved, Cultural Affairs funding the recipient agrees:**

1. To include Cultural Affairs in all promotional materials: posters, press releases, etc.
2. To submit a final report electronically to the Ex. Assistant to the VP of Student Services to be included in any WWCC board presentation within two weeks of the event end date. Please attach promotional materials and photos to this submission.
3. Obtain a WWCC contract form (if applicable) from the Student Success office to be submitted with the requisition request.

Thank you