



Request for Funding

Basic Skills Initiative

Applicant Information

Name: _____ Date: _____

Phone: _____ Email: _____

Approximate
Cost: _____ Department: _____

Funding will benefit students in basic skills: (Check all that apply)

- | | | | |
|-----------------------------------|--------------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Math 952 | <input type="checkbox"/> Math 942 | <input type="checkbox"/> Math 953 | <input type="checkbox"/> Math 943 |
| <input type="checkbox"/> Math 903 | <input type="checkbox"/> Reading 980 | <input type="checkbox"/> English 976 | |

Funding will be: (Check one)

- ☐ One-time ☐ Annual (maximum length: 2 years)

Please describe your or your organization's involvement with Basic Skills students:

Please specifically explain how the requested funding correlates with the [BSI action plan](#):

Proposed Vendor, Item, or Event	Item description	QTY	Cost	Tax and S&H	Line Total
(Sample) PCUMC Conference Cal Poly Pomona	Travel	1	\$500		\$500
				Grand Total	

Signature: _____ Date: _____

Rubric for BSI Requests for Funding

Item	0 Points	1-2 Points	3-4 Points	Total
Involvement: A detailed description of how the requester or their organization is involved with BSI students:	Little or no evidence to support involvement with Basic Skills students	Some evidence to support involvement with Basic Skills students	Detailed evidence to support involvement with Basic Skills students	
Correlative: A detailed description of how the funding's use will correlate to specific parts of the BSI action plan.	Little or no evidence to support correlation with the BSI action plan with no specific sections of the action plan mentioned.	Some evidence to support correlation with the BSI action plan with specific sections of the action plan mentioned.	Detailed evidence to support correlation with the BSI action plan with many specific sections of the action plan mentioned.	
Itemized costs: A detailed and complete itemization of costs was presented.	No itemized cost documented.	Itemized cost missing some details.	Detailed itemized cost provided.	
At least 8 points are required for funding			Total Points	
Funding awarded*: \$				

Chair: _____ Date: _____

Treasurer: _____ Date: _____

* If funds are awarded, documentation of successful implementation of the funds may be required.