



# 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)

☐ Mathematics ☐ Reading ☐ English

Funding will be: (Check one)

☐ One-time ☐ Annual

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

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

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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
				<b>Grand Total</b>	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Rubric for BSI Requests for Funding

Item	0 Points	1-2 Points	3-4 Points	Total
<b>Involvement:</b> 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	
<b>Correlative:</b> 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.	
<b>Itemized costs:</b> A detailed and complete itemization of costs was presented.	No itemized cost documented.	Itemized cost missing some details.	Detailed itemized cost provided.	
<b>At least 8 points are required for funding</b>			<b>Total Points</b>	
<b>Funding awarded: \$</b>				

**Chair:**

**Date:** \_\_\_\_\_

**Treasurer:**

**Date:** \_\_\_\_\_