

SIC Project Funding Application
(must be received two months prior to event date)

NAME OF REGISTERED STUDENT ORGANIZATION:

PURPOSE OF ORGANIZATION:

PROJECT NAME AND DATES:

RATIONALE FOR FUNDING REQUEST:

DESCRIPTION OF PROJECT:

BENEFIT OF ACTIVITY TO STUDENTS:

ESTIMATED TOTAL COST (required attachment: proposed itemized budget with justification for expenditures):

FUNDING STATUS (list other sources of funding):

CONTACT NAME(S), PHONE NUMBER(S) AND EMAIL ADDRESS(ES):

PERSON COMPLETING APPLICATION (NAME AND CONTACT INFORMATION):

NEEDED RESPONSE DATE:

SUBMISSION INSTRUCTIONS:

Please email this form to the Student InterCouncil (sicgov@uth.tmc.edu) and cc SIC Treasurer, Ms. Alem Belachew at Alem.Belachew@uth.tmc.edu. You will receive an email confirmation that the SIC has received your application.

If approved, SIC requests acknowledgement of support of the project through any advertisement that goes out to the UTHealth community. Also, the SIC requires that an article about the event (with pictures if available) be submitted no later than two weeks after the event to "sicgov@uth.tmc.edu" with subject line "Project Funding Article." *Reimbursement will not be processed until an article is received by the SIC.*

The organization MUST submit ORIGINAL receipts of expenditures WITHIN 30 DAYS of the event. If UTHealth facilities are used, an invoice dictated by UT guidelines must also be submitted (i.e. UT printing services, UT catering, etc.). Reimbursement and invoicing procedures can be obtained by contacting Ronda Mullane (ronda.a.mullane@uth.tmc.edu) in the Auxiliary Enterprises Office, REC 110, phone 713-500-8402. Please refer to the Use of Student Government Funds Guidelines found on the SIC website at <https://www.uth.edu/sic/online-forms.htm>.

SIC Funding Request Checklist

- 1) Complete and Submit Funding Application
- 2) Proposed itemized budget with justification for expenditures
- 3) If approved, must write article for SIC Pulse Newsletter
(*Reimbursement will not be processed without submitted article*)
- 4) If approved, submit ORIGINAL expense receipts for reimbursement