

## Request for Co-Sponsorship

Please complete and submit this form to [jewishstudies@unc.edu](mailto:jewishstudies@unc.edu) for review.

<b>Applicant Name</b> [primary contact person for this request]:	<b>Date of Request:</b>
<b>Applicant Department or Unit</b> [event/activity host]:	<b>Applicant email and phone number:</b>
<b>Accounting Tech / Business Manager</b> for the Department/Unit [name, email and phone]:	
<b>Campus Mailing Address:</b>	
<b>Request type:</b>  <div style="display: flex; justify-content: space-around;"> <span>Co-sponsorship Funding Request</span> <span>Visiting Speaker Funding Request</span> </div>	
<b>Name/Title of the event/activity:</b>	
<b>Date, time and location of event/activity.</b> Please indicate if this information is finalized or still being confirmed:	

**Please provide a brief description** of the proposed event or activity [you may also provide web links or attach additional information, but please write a summary here]:

**Why you feel your event/activity aligns with the mission** of the Carolina Center for Jewish Studies and/or will be of interest to the Center's affiliated faculty, students and community members:

**Are you requesting financial support, promotional support** [Carolina Center for Jewish Studies staffing to promote your event/activity via web, social, lists, etc.], **or both?** [If you don't need financial support, you may skip the fiscal questions below.]

**Amount of funding you are requesting** from the Carolina Center for Jewish Studies:

**Please indicate the total amount of co-sponsorship funding that you require** for this event/activity, and please list the other departments or units are you approaching for support. For each potential co-sponsor, please indicate the amount of funding you are requesting or the commitments they have already made.

**Provide an itemized budget** that lists expected expenses (e.g., travel and hotel expenses, speaker honorarium(s), event supplies, AV support, catering, venue rental, etc.) If needed, you may also attach a more comprehensive budget to this application but provide a summary here. Please indicate how much of the total budget will be funded by the host department/unit:

**Please provide any other notes or comments** not covered in the above:

**Please note:** All events sponsored or co-sponsored by Carolina Center for Jewish Studies require post-event or post-activity information regarding number of attendees, accomplishments of the event/activity, any problems/concerns during or stemming from the event/activity, so forth. Provide this information no later than one week after the event/activity.

**Payment:** If co-sponsorship financial support is approved, the department/unit contact person listed on page one of this application, or his/her designated accounting staff member, **must** contact the Carolina Center for Jewish Studies **prior** to the event to coordinate co-sponsorship payment. All fiscal transactions **must be completed by April 30<sup>th</sup>** of the current fiscal year [unless the event/activity is held in April, in which case the deadline is extended to May 20.] Financial support will not carry over into the following fiscal year.

**For use by staff at Carolina Center for Jewish Studies only:**

Request Approved    Date approved: \_\_\_\_\_    Amount of co-sponsorship funding: \$\_\_\_\_\_

Request Denied    Reason: \_\_\_\_\_

Yes, the Center will provide marketing / outreach to promote the event/activity [web, social, lists, print]

Notes: