# Outreach & Workforce Development Ancillary Funding Request Form

*Outreach & Workforce Development has created an Ancillary Fund to address unique campus needs once all other funding sources have been exhausted. Examples might include equipment purchases or repair, seed money for a student project, a special event, etc. Requests will be reviewed by the Ancillary Fund Committee. Funding awards are limited to $500 per requestor per semester. Total amount available per semester is dependent on Outreach & Workforce Development revenue.*

*Outreach & Workforce Development also contributes to the Professional Development Grant fund to help offset the cost of attendance at conferences, trade shows, training programs, etc. Professional Development Grant forms and instructions may be found on the* [*SUNY Delhi Provost web page*](http://www.delhi.edu/academics/provost/resources/index.php)*.*

Please complete the fillable form below with as much detail as possible. All fields are required. Requests submitted by the last day of each month will be reviewed no later than the 15th of the following month.

Submit to Glenda Roberts at 142B Bush Hall or [robertgv@delhi.edu](mailto:robertgv@delhi.edu).

Date of request:

Person making request:

Department:           

Description of item, project, etc.:

Detailed cost estimate (please attach quotes, budget, etc.):

How will this purchase benefit students, the department and/or SUNY Delhi:

What other funding sources have been requested (CADI Mini Grant, Unit Plan OTPS/Equipment, etc.)?       Result?:

Date funds are needed:

Dean/Supervisor Signature:

Dean/Supervisor Comments:

Outreach & Workforce Development Use:

Approved:  Denied:  Amount Funded:

Comments:

Signature:       Date: