



**Request for Funds or Donations – Internal**

**\*Faculty/Staff Enrichment Grant or Student Engagement Fund**

Please complete this form to request funds or items to be donated. All requests must be made at least one week in advance for consideration. Financial assistance will be limited to only those requests that meet the mission of the Foundation.

Department/Program: \_\_\_\_\_

Craven CC Name: \_\_\_\_\_

Craven CC Email Address: \_\_\_\_\_

Craven CC Telephone Number: \_\_\_\_\_

Project Name and Description: \_\_\_\_\_

\_\_\_\_\_

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Request - \$\_\_\_\_\_ OR Number of Items and Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Faculty Enrichment Grant\*

\_\_\_\_\_ Staff Enrichment Grant\*\*

\_\_\_\_\_ Student Engagement Fund\*\*\*

\_\_\_\_\_ Other

\_\_\_\_\_ Student Special Needs Fund – MUST include description of need. Attach details & explanation.

Required by Date: \_\_\_\_\_

Signature of Craven CC Representative: \_\_\_\_\_

Signature of Dean or Vice President: \_\_\_\_\_

\* [See criteria here: http://cravencc.edu/wp-content/uploads/foundation/Criteria-for-Faculty-Enrichment-Fund.pdf](http://cravencc.edu/wp-content/uploads/foundation/Criteria-for-Faculty-Enrichment-Fund.pdf)

\*\* [See criteria here: http://cravencc.edu/wp-content/uploads/foundation/Criteria-for-Staff-Enrichment-Grant.pdf](http://cravencc.edu/wp-content/uploads/foundation/Criteria-for-Staff-Enrichment-Grant.pdf)

\*\*\* [See criteria here: http://cravencc.edu/wp-content/uploads/foundation/Criteria-for-Student-Engagement-Fund.pdf](http://cravencc.edu/wp-content/uploads/foundation/Criteria-for-Student-Engagement-Fund.pdf)