

**CAMPUS ENVIRONMENT TEAM (CET)**  
**Request for Sponsored Event/Project Support**  
**Application Requirements**

CET funds will be made available, within the budget limitations, to ASU Tempe Campus projects that comply with the CET mission and specific objectives as described in the CET Policy (<http://www.asu.edu/cet/cetsum.htm>). The mission statement and the CET objectives relevant to project support are described below:

**CET MISSION**

1. To create and maintain a civil and just campus environment that values diversity.
2. To promote respect for all individuals regardless of their status (i.e. race, color, religion, national origin, citizenship, sex, gender identity, sexual orientation, age, disability, and special disabled veteran, other protected veteran, newly separated veteran, or Vietnam-era veteran status.)
3. To protect free speech and academic freedom.
4. To promote the pursuit of individual goals without discriminatory harassment.

**CET OBJECTIVES**

1. To educate the campus community for the purposes of building a community that is respectful of individuals, of freedom of speech, and of academic freedom.
2. To educate the campus community for the purposes of preventing harassment.

**FUNDING CRITERIA**

1. Programs/events require sponsorship by 2 or more campus groups.
2. Preference will be given to programs/events that focus on the theme of “Linking Partnerships of Diversity”.
3. The same program/event may not be sponsored for two consecutive years.
4. Programs/events must be free and open to the campus community.

**FUNDING WILL NOT BE CONSIDERED IF (please also see #4 on proposal form)**

1. the purpose of the event is to raise funds for another event.
2. the request is for gifts or prizes

3. the request is for t-shirts
4. the request is for flowers
5. the request is for charitable contributions
6. or if the request is for any transactions prohibited by the university

## **PROCEDURES AND POLICIES**

1. The CET will accept proposals submitted by recognized campus groups or individuals, accompanied by a letter of endorsement written on official campus stationery. Campus groups and individual students must have a letter from their respective governing body chair/president or University advisor and individual employees must have a letter from their supervisor.
2. Proposals should be submitted on the required forms to the CET Office at least two weeks prior to the next CET meeting. All publicity about the project or event must list the CET as a sponsor.
3. Proposals must be typed and in final format. Draft proposals will not be accepted.
4. All proposals must include the following:
  - The CET Event/Project Application
  - Event/Project Proposal
  - Budget Request/Justification
  - Proposal Agreement
  - Letter of Endorsement
5. Funds will revert to the CET if:
  - The event/project sponsored by the CET is cancelled, or
  - The allocated funds are used for purposes other than those stipulated and approved by the CET.
6. A written request for changes in the allocation of approved funds must be submitted to the CET before the scheduled event/project takes place.
7. A Final Report must be submitted with 30 days from completion of the project.
8. By submitting this abstract (proposal), you authorize the CET to use it (or excerpts from it) for research, archival and promotional purposes.

### **AMOUNT ALLOWED PER EVENT/PROJECT: \$500**

Funds will typically be awarded in the amount of \$200 - \$500. If a project exemplifies the CET mission to an extraordinary degree a larger amount may be considered.

**CAMPUS ENVIRONMENT TEAM  
EVENT/PROJECT APPLICATION**

**NAME OF APPLICANT(S)** \_\_\_\_\_

**DEPARTMENT** \_\_\_\_\_ **CAMPUS MAIL CODE** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_ **FAX** \_\_\_\_\_

**TITLE OF PROGRAM/PROJECT** \_\_\_\_\_

**AMOUNT REQUESTED \$** \_\_\_\_\_ **ACCOUNT NUMBER\*** \_\_\_\_\_  
(For transfer of funds)

**DATE PROGRAM/PROJECT BEGINS** \_\_\_\_\_ **DATE ENDS** \_\_\_\_\_

**HAS YOUR ORGANIZATION PREVIOUSLY REQUESTED CET FUNDS?**  
**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**IF YES, THE AMOUNT RECEIVED \$** \_\_\_\_\_ **DATE RECEIVED** \_\_\_\_\_

**PROJECT TITLE** \_\_\_\_\_

**IMPORTANT:**

**Only ASU LOCAL (department) accounts are acceptable. Funds cannot be transferred to any other accounts (e.g. foundation or state accounts)**

## CET Proposal Form

1. Please describe the event/program that you are planning. Include a description of the speaker(s)/performer(s) involved, the location of the event, and the primary goal of this event/program.

2. The CET's mission focuses on 4 pts:

- Create and maintain a civil and just campus environment that values diversity
- Promote respect for all individuals regardless of their status
- Protect free speech and academic freedom
- Promote the pursuit of individual goals without interference from discriminatory harassment

Describe how your event will a) contribute to the understanding of diversity and its value to campus culture, and/or b) promote respect and freedom of speech for diverse perspectives/groups on campus.

3. Describe your target audience and anticipated number of participants. How will you reach out to/recruit participants?

4. Below are examples of events/programs that will **NOT** be considered for funding:

- a. An event that is considered a fundraiser. For example, the funds requested from the CET may not be used to promote and finance another project (no matter how worthy the project for which the group is raising funds).
- b. An event that is in celebration of graduation, even though it recognizes the achievements of the ASU diverse community. These events may be eligible for institutional funding.
- c. Events that are not free and open to the ASU campus community
- d. Events that have been funded previously unless the content is substantially different from the previously funded event.

**CAMPUS ENVIRONMENT TEAM**  
**EVENT/PROJECT BUDGET REQUEST/JUSTIFICATION**

**Title of event/project:** \_\_\_\_\_

**Total Budget for the event/project:**

<b>ITEM</b>	<b>Purpose</b>	<b>Amount</b> \$
		<b>Total \$</b>

**Funds requested from the CET:**

If you are requesting funds for a speaker or performer, please list his/her name and include a short biographical sketch.

<b>ITEM</b>	<b>Purpose</b>	<b>Amount</b> \$
		<b>Total \$</b> <b>(Must not exceed</b> <b>\$500)</b>

**Funds Requested from other sources:**

List, if any, other sources of funds secured or being sought to support this event/project. Include sources that may provide services such as printing, advertising, etc.

<b>Source</b>	<b>Amount</b> \$
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**CAMPUS ENVIRONMENT TEAM**  
**PROPOSAL AGREEMENT**

The proposer(s) of this event/project agrees:

1. To spend the funds awarded in the manner authorized by the CET, unless prior written approval for changes has been obtained from the CET Chair.
2. To return to the CET account any funds awarded, but not spent, within one month of receipt of all bills for the event/project.
3. All publicity about the event/project will mention/list the CET as a sponsor.
4. The event/project is designed to further the mission of the CET.
5. The event/project is open to the ASU community and/or is designed to benefit the ASU community AND
6. The event/project does not promote discriminatory behavior.
7. A Final Report must be submitted within 30 days from completion of the project.
8. By submitting this abstract (proposal), you authorize the CET to use it (or excerpts from it) for research, archival and promotional purposes.

The proposer(s) agrees to send to the CET, the Final Event/Project Report within 30 days of completion of the event/project. Noncompliance with this requirement will result in forfeiting future sponsorship by the CET.

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_  
(Please Type) (Please Type)

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**If more than one proposer:**

**Name** \_\_\_\_\_  
**Title** \_\_\_\_\_  
(Please Type)

(Please Type)

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**CAMPUS ENVIRONMENT TEAM  
EVENT/PROJECT FINAL REPORT**

This final report must be submitted to the CET within 30 days after the completion of the event/project. Failure to submit this report will result in the forfeiture of any future funding by the CET. Copies of all publicity about the event/project must accompany this report.

**Title of Event/Project** \_\_\_\_\_

**Name of Proposer(s)** \_\_\_\_\_

**Date(s) of the Event/Project** \_\_\_\_\_

**Funds Provided by the CET \$** \_\_\_\_\_ **; Funds Spent \$** \_\_\_\_\_

**Additional funds or services for this event/project provided by:**

<b>Source</b>	<b>Amount</b>
	<b>\$</b>

**What was the attendance at this event/project?** \_\_\_\_\_

**What was the relevance of this event/project to the CET mission?** \_\_\_\_\_

\_\_\_\_\_

**Did the event/project accomplish what the proposer(s) hoped would be accomplished by this event/project?** \_\_\_\_\_

\_\_\_\_\_

**What was the impact of this event/project on the ASU community?**

\_\_\_\_\_

\_\_\_\_\_