

**THE UNIVERSITY OF MICHIGAN-FLINT
OFFICE OF INSTITUTIONAL ADVANCEMENT
UM-FLINT STAFF ANNUAL FUND GRANT REQUEST FORM**

The University of Michigan-Flint Annual Fund is the single most important source of unrestricted giving to the University. The Annual Fund provides funds for University activities not covered by designated income and supports those projects that foster excellence in education, teaching, research and service. UM-Flint Annual Fund grants, ranging from \$50 to \$500, are available to members of the University community. If you receive an Annual Fund Grant, you must submit to the Office of Institutional Advancement, within two weeks following conclusion of the project, a written report and budget summarizing the project outcome and the use of the funds. Please submit the following documentation to the Office of Institutional Advancement (810-767-2150), 432 N. Saginaw Street, Suite 1001, Flint, MI 48502-1950:

- 1. Completed UM-Flint Staff Annual Fund Grant Request Form**
- 2. Detailed one-page description of the project and copies of related materials**
- 3. Comprehensive budget**
- 4. Chartfield information to initiate the account transfer**
(Forms will not be processed without correct chartfield account numbers)

Applicant: _____ Title: _____
 Department: _____ Telephone: _____
 Project Title: _____

Project Type: (Please check all that apply.)

- Research Equipment Purchase Other: _____
 Instructional/Pedagogical Community Outreach

Project Time Period: Beginning Date _____ Ending Date _____

Total Project Cost: \$ _____ **Annual Fund Request:** \$ _____

Have you sought funding from any other sources? Yes _____ No _____

SOURCES	AMOUNT	DATE
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Signatures:

Applicant: _____ Date: _____
 Supervisor: _____ Date: _____
 Unit Supervisor: _____ Date: _____

Chartfield Information (REQUIRED):

Fund: _____ Org: _____ Program: _____ Class: _____ P/G: _____