



Policy on Funding Requests and Deadlines

The Center for Global Education maintains the following policies with regard to the request for funds from the CGE budget:

All requests for funds over \$300 will have to be received by the CGE no later than three months prior to the proposed activity or project for which funding is sought. Amounts greater than \$3,500 must be requested prior to the beginning of the new budget year (June 1). Amounts less than \$300 are considered on a rolling basis.

All requests for funds, regardless of amount, will have to be accompanied by a written statement of purpose, including a rationale for using CGE funds, and by a budget for the proposed activity, including a list of all other sources of funding sought (if any).

All requesters of funds are encouraged to consult with the director of the Center for Global Education as early in the planning process as possible.