

Application for Staff Appreciation Grants

Please fill in all areas marked with ► and note checklist at bottom of page.

- Unit name _____ ► Unit address _____
 - Supervisor's name (signature required below) _____
 - Name of HR Representative (signature required below) _____
 - Our unit has access to funding for staff appreciation. Yes ___ No ___
 - Our unit is requesting matching funds. Yes ___ No ___
 - Number of staff to be served _____
 - Amount requested \$ _____
- (Funding is limited. Maximum request is \$300 per application, with request totaling less than \$10 per person).
- If grant is awarded, transfer the funds to this MFK

FUND	ORG	DEPT	SUBDEPT	GRANT/PROG	IACCT	OACT	DACCT	FN	CCTR

Please use space provided to give a brief summary of your plan for which you are requesting funds:

Our proposed budget is:

- Name and signature of person submitting this form _____
- e-mail _____ ► Phone _____
- Supervisor's signature _____
- HR Representative's signature _____

In order for application to be considered for funding

- All areas marked ► are filled.
- A copy of your recognition program (including the business reason for this staff appreciation effort) is attached.
- All staff in your unit have access to participation in this staff appreciation effort.
- All University regulations have been followed.
- We acknowledge that if this grant is awarded, a summary of our event will be highlighted on UI Worklife website at <http://www.uiowa.edu/hr/oe/worklife/RnR/>.
- Mail this form and copy of recognition program to UI WorkLife, 121-50 USB.

Questions? Contact nancy-noyer@uiowa.edu or 319-335-0560.

Many thanks to our sponsors for staff appreciation mini-grants.

