

Date Received: _____
Active Club: _____
Appt. Date/Time: _____

**A.S. Event Funding Board
REQUEST & APPLICATION FOR FUNDING**

- Check all that apply:*
- Clubs & Activities Small Grant (up to \$1000)
 - Cultural Programming Grant (up to \$2500)

Sponsoring Organization: _____

Contact Person: _____

Phone # _____ Email Address: _____

Name of Advisor: _____ Extension: _____

Signature of Advisor: _____ Email: _____

1. Name of event: _____

Date: _____ Time: _____ Location: _____

Description of Event:

2. Total anticipated attendance (student and non-student): _____

3. What is the purpose of the event?

4. How will this event benefit other students and the campus community at HSU?

5. What kind of publicity, advertising and/or outreach are you planning for this event?

6. Number of presenters/performers you expect to be reimbursed from this grant? _____

7. If you are requesting funding for food, please explain how food is an integral part of the program. (Please note that food purchases must be an integral part of the program, not the sole purpose of the program/event (i.e., a dinner), and the sponsored activity that includes food purchase may be required to also be matched with organizational fundraising).

CAMPUS EVENTS FUNDING REQUEST LINE ITEM DETAIL

Organization: _____ Contact Person: _____
 Event: _____ Phone # _____ Email _____

EXPENSES

Speaker/Performer Fees: _____

Travel For Speaker:

Airfare _____

Lodging _____

Supplies & Service:

Decorations _____

Equipment Rental _____

Facility Rental _____

Other _____

Public Relations:

Art/Graphic Charges _____

Publicity _____

Printing Costs _____

Food and Beverages: *See Below

Catering _____

Groceries _____

Other _____

ANTICIPATED REVENUE

Club Fundraising _____

Clubs & Activities Small Grant _____

Cultural Programming Grant _____

Campus Funding _____

Donations _____

Other _____

TOTAL EXPENSES: **\$ _____

TOTAL ESTIMATED REVENUE: ** \$ _____

** (Note: Total expenses and total estimated revenue **must** be the same amount. In order for these two figures to match you may need to contribute personal or club funds or secure additional sources of funding)

TOTAL AMOUNT REQUESTED OF THIS BOARD: \$

For Office Use Only	
Total Allocation: CAG \$ _____	Amount Requested: \$ _____
CPG \$ _____	Amount Approved: \$ _____
Comments: _____ _____ _____ _____	

*Food Purchases must be an integral part of the program, not the sole purpose of the program/event (i.e., a dinner), and the sponsored activity that includes food purchase may be required to be matched with organizational fundraising.

For assistance completing this form, contact the Director of the MultiCultural Center in House 55, Rm. 206 for Cultural Programming Board Grants. Contact the Clubs Office, UC South Lounge, for Clubs & Activities Small Grants.