

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	
<b>Total Allocation:</b> CAG \$ _____	<b>Amount Requested:</b> \$ _____
CPG \$ _____	<b>Amount Approved:</b> \$ _____
<b>Comments:</b> _____ _____ _____ _____	

\*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.