

Have you or your group organised an event/project like this before? How did it go?

---

---

---

Do you have any other information that is relevant or might help in the evaluation of this request?

---

---

---

**Budget Information** *Please provide a **detailed** budget – if you run out of space, attach a budget on a separate sheet of paper. Please account for revenue and expenses.*

**Photocopying/printing from SFSS CopyCentre - description and total:**

Please speak with the Copycentre Coordinator and obtain an estimated cost for your needs.

MBC 2260 / copycentre@sfss.csa

\$ \_\_\_\_\_

**Catering from SFSS Food and Beverage Services - description and total:**

Ask GO staff for a catering form and attach it to this grant request.

\$ \_\_\_\_\_

*Please note: clubs receiving grant funding **must** use SFSS printing and catering services unless the SFSS cannot provide what you require. Speak to the GO staff for more information.*

Other revenues and expenses:

---

---

---

---

---

---

---

---

**TOTAL REQUESTED FUNDING:**

--

Have you requested or received sponsorship or other funding?

---

---

---

---

---

---

---

---

office use only, please!

**Contact Information**

Club name: \_\_\_\_\_ Today's date: \_\_\_\_\_

*request MUST be submitted in advance of event!*

Contact person: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*please use your SFU email!*

**Event/Project Information**

Name of event/project: \_\_\_\_\_ Expected attendance: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Purpose/description of event/project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you working with other groups on this event/project? If so, who and how?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who will benefit from this event/project and how? Who can participate in it?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you run out of space, please attach additional information on a separate sheet of paper to this form. Thanks!