

**Your group name**

123 Your Street

Your City, ST 12345

(123) 456-7890

# Instructions

* Complete this form
* Export this as a PDF
* Upload this to your funding application
* Sections marked with \* are required for all funding proposals. Other sections are encouraged for more complicated events.

Event Name\*

Event date\*:

Event Time\*:

Location\*:

# GOALS\*

1. What do you want to accomplish with your event?
2. Any other goals?

# Audience\*

Explain who you want at your event. How many people do you think will attend?

# Description\*

Please give as detailed a description of the event as possible. Please specify if there will be alcohol served and how many people will be attending. Include information on presenters or documentaries to be screened.

# Alignment

How does this event aligns with the mission, vision and values of the USSU

# Use of funding\*

Describe what the funding will be used for. Please fill out the supplied budget template.

# Fundraising\*

What fundraising have you done to cover the event expenses?

# IMPACTS

## Of funding on event

Explain how the funding provided by the USSU will impact your campus group and your members.

## Of event on campus group

Explain how this event will impact your group

## Of event on campus community

Explain how this event will impact the university, as a whole

# Implementation

## Members

Outline who will be helping organize this event and what they will be responsible for

## Timeline

Provide a timeline to help us understand how you are going to complete the event successfully.

# Risk Assessment

## Sources of Risk

Please consider potential risks your event may be subject to.

## Risk Management

Explain how you will mitigate these risks.

# Please direct questions to:

##  Person submitting form\*

 Name

##  Phone number\*

 000-0000

##  Email\*

 hello@ussu.ca