

**APPLICATION FOR UAS SUPPLEMENTAL PROGRAM FUNDS
Academic Year 2009-2010**

Name of Event

Official Name of Sponsoring Group

Date of Event

Event Location (Bldg., Room No.)

Name of Contact Person/Title

Address of Sponsoring Group

Signature of Contact Person

Address of Contact Person (if different)

E-mail address of Contact Person

Phone number of Contact Person

E-mail address of Contact Person after
May 10, 2009 (if different)

Phone number of Contact Person after
May 10, 2009 (if different)

I. Summary Description of the Event

A. Please describe the Event: _____

B. How will it benefit the University Community? _____

C. Is the event open to all members of the University Community? _____

D. How does the event relate to the objective of the sponsoring group? _____

E. How many people are expected to participate? _____

F. Did you sponsor this event in the past?

- No
- Yes

If yes, please indicate the
Approximate number of people attending: _____

Total cost of the event: _____

G. Have you received UAS Program Funds for previous events?

- No
- Yes

If yes, please indicate the
Year: _____

Name of the event: _____

Amount awarded: _____

I. Provide a brief description of promotional efforts _____

H. How will you recognize UAS sponsorship in your promotional / event materials?

II. Additional information that you believe will help the committee evaluate your request (such as event itinerary, promotional announcements, and event program)

III. Budget Summary

A. Itemized List of Expenses:

(Specify in detail all expenses that will be incurred as part of the event)

Description of Expense	Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expense (A)	\$

** Please refer to Guidelines #5 & #14**

B. Revenues

Description of Revenue	Amount
Admission / Participant Fee (if any)	\$
Funds from your original budget	\$
Additional sources of financial support (other than UAS) – please list	
	\$
	\$
	\$
	\$
Total Revenues – other than UAS (B)	\$

C. Summary

Total Request	Amount
Total Expenses (A)	\$
Total Revenues (B)	\$
Total Request of UAS (A minus B)	\$

Please note: Awards under the supplemental process are limited to \$1,000 per event.

Signature

Date