

Speakers Trust Grant Application

***Please be advised that Speakers Trust does not fund gifts for speakers.**

However, we ask for this information to get a complete picture of the total budget for the event.

Date:

Name:

1. Speaker's name:

2. Organization(s) proposing the above-named speaker:

3. Contact information for the organization's contact person(s):

a. Name:

b. Phone:

c. Email:

4. Organization(s) co-sponsoring the event:

5. Describe the event (*include portions for which you are not seeking funding*):

6. State the primary purpose of the event:

7. Event details:

a. Date:

b. Time:

c. Location:

d. Estimated number of attendees:

8. What measures will be taken to publicize the speaker's attendance?

9. Provide ALL itemized costs related to the event, and provide as many supporting documents as possible.

a. Speaker costs:

i. Honorarium:

ii. Travel:

iii. Hotel:

iv. Meals:

v. Gift*:

*If you require more space than are allotted on this form, please feel free to email the Chair of Speaker's Trust with additional materials.

b. Reception costs:

i. Food:

ii. Other (*please explain*):

c. Additional costs (*please explain*):

10. Total of all costs (*add 9(a)-(c)*):

11. Have you pursued additional sources of funds?

a. Dean's Office: Yes No

Amount received?

b. UPAC: Yes No

Amount received?

c. Other (*if yes, please explain*):

Amount received?

12. Total funds requested from the Speakers Trust:

13. *Optional* - Any other information that may help the Trust make funding decisions for this event: