Speakers Trust Grant Application

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. Theme and/or topic(s) to be addressed by speaker(s):
   a. Does the theme strongly relate to advising students on legal careers?
      □ Yes (please also complete and submit Supplemental Form A) □ No

7. State the primary purpose of the event:

8. How will Penn State Law benefit from this event:

9. Event details:
   a. Date:
   b. Time:
   c. Location:
   d. Estimated number of attendees:

10. What measures will be taken to publicize the speaker’s attendance?

11. Provide ALL itemized costs related to the event, and provide as many supporting documents as possible (i.e., quotes, contracts, etc.):
   a. Speaker costs:
      i. Honorarium:
      ii. Travel:
      iii. Hotel:
      iv. Meals:
      v. Gift*:

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b. Reception costs:
   i. Food:
   ii. Other (*please explain*):

c. Additional costs (*please explain*):

12. Total of all costs (*add 11(a) through 11(c) except 11(a)(v)*):

13. 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?

14. Total funds requested from the Speakers Trust (*12 less 13(a)-(c)*):

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

*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.*