

# TRUSU Grants Application Form

**\*\*\*Please attach Project Description and Budget to Application\*\*\*  
\*\*\*See reverse for details\*\*\***

Club: TRUSU Sample Club  
Project Name: Sample Event  
Project Date(s): Feb. 23, 2011  
Funds Requested: \$611.70

### Signing Authorities:

Jane Student  
Name (please print)  
Jane Student  
Signature

John Student  
Name (please print)  
John Student  
Signature

**\*\*\*For Office Use Only\*\*\***

Date Received: \_\_\_\_\_

Receiver Name: \_\_\_\_\_

Receiver Signature: \_\_\_\_\_



### **Guidelines for Project Description:**

- State the benefit the project will provide for your fellow Students' Union members – be specific
- Provide an estimate of the number of Students' Union members and non-members to participate

### **Guidelines for Project Budget:**

- Include all anticipated expenses – be specific and research the actual costs of items as opposed to guessing
- Remember that alcohol, capital (permanent material) expenses over \$100, and the participation of non-members are not eligible for funding
- Remember that some expenses such as poster printing are already available for Clubs free of charge and need not be included
- Include all anticipated revenues – projects with fundraising efforts are more likely to be supported and Clubs with parent or affiliate organisations will be expected to seek funds from those organisations as well
- Remember that budgets that are frugal and accurate are more likely to be supported than those that are extravagant, inflated, or lack detail

December 13, 2011

Board of Directors  
Thompson Rivers University Students' Union  
900 McGill Road  
Kamloops, BC  
V2C 5N3

**Re: TRUSU Grant Application for Sample Event**

Members of the TRUSU Board of Directors;

On behalf of the TRUSU Sample Club, I would like to thank you for considering our grant request. Our members are eager to put on our Sample Event, and the financial support from a TRUSU Grant would be of great help. Below is a brief description of the event, and attached is the event budget.

Description of Sample Event:

The TRUSU Sample Club is hosting our Sample Event in the TRUSU Boardroom, February 23, 2011, from 6:00pm to 10:00pm. The event will include a lecture by Dr. S. Teemed of the University of Ottawa, a screening of a feature documentary, and socialising. Dr. S. Teemed is a leader in his field and is currently researching highly relevant topics to our region. The documentary, "The Informative and Fun Film", is a popular and engaging look at our field from its foundations to today and into the future. Finally, time for socialising will allow members to speak one-on-one with Dr. S. Teemed and to meet other in our program. This event will serve as an opportunity to introduce students on campus to our field of study, and for our club members to meet an expert and gain a deeper understanding of what it is to work in this field. We anticipate that 45 students and 5 faculty will participate.

Again, we appreciate your consideration, and we look forward to receiving your decision on our grant request.

Sincerely,

Jane Student  
Chairperson  
TRUSU Sample Club

# Example Budget for the TRUSU Sample Club's Event

12/13/11

Description	Amount	Notes
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<b>Revenue</b>	<b>\$1,961.70</b>	
Tickets	\$150.00	\$3 dollars each x 50 participants
CUEF Grant	\$1,200.00	Grant to cover cost of flight, hotel, honoraria, and per diem to a maximum of \$1200.00
TRUSU Grant	\$611.70	

<b>Expenses</b>	<b>(\$1,961.70)</b>	
Airfare for Dr. S. Teemed	(\$710.15)	WestJet flights WS407 and WS354 from Ottawa on Feb. 23; Westjet flights WS255 and WS 168 on Feb. 24
Hotel for Dr. S. Teemed	(\$111.55)	Reserved one queen bed room at the Ramada Inn, Kamloops
Honoraria for Dr. S. Teemed	(\$500.00)	Honoraria negotiated with Dr. S. Teemed
Per diem for Dr. S. Teemed	(\$90.00)	\$45 per day for food costs
Screening fee for "Film"	(\$50.00)	Screening fee paid to the National Film Board of Canada
Catering	(\$500.00)	Catering provided by Rocky Mountain Catering through TRUSU

<b>Deficit/Surplus</b>	<b>\$0.00</b>	
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