Application for SIP Event Funds

*Deadline for Fall Events – July 31*

*Deadline for Spring Events – Dec 1*

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| **Contact Information** |
| Name: |
| Email Address: |
| Date: |

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| **Funding Request** |
| Amount requested from SIP: |
| Amount requested from other sources: |
| Have your other sources confirmed? |
| How will you proceed with your event if you do not receive full funding from SIP? |
| How will you use this funding? Please be as detailed as possible and attach a line-item budget if you have one. |

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| **Event Information** |
| Event Title: |
| Event Date (please specify “proposed” or “confirmed”): |
| Collaborators: |
| Co-sponsors: |
| Expected Attendance (participants): |
| Expected Attendance (audience): |
| If your event has multiple components, such as a public lecture and a private lunch, please specify who will participate in each activity (faculty, staff, graduate students, undergraduates, other departments, programs, and centers): |

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| **Event Justification (300 words max)** |
| How does your event contribute to the research and teaching mission of the department? Please briefly specify how your activity enhances graduate student research/professional development, the undergraduate experience, and/or community engagement. |