Complete this application for the fund indicated below by deleting the *italicized blue* text and replacing it with your answers to the questions. This form, and the budget form, should be submitted online to the committee through their respective website.

**Select the Fund to which you are applying:**

Issues and Intellect Fund, website: <http://www.lssu.edu/provost/issuesintellect.php>.

Duncan MacLaren Family Fund, website: <http://www.lssu.edu/provost/duncanmaclaren.php>

Cultural Affairs Committee Fund, website: <http://www.lssu.edu/provost/culturalaffairs.php>

Name: *Enter Your Name*

LSSU Email Address: *Enter Email Address*

LSSU Phone Number: *Enter Phone Number*

School/Department: *Enter Name of School or Department*

What is the title of the proposed activity or event?

*Event Title*

Provide a brief description of the activity/event.

*The text should be something that would be useful for Public Relations, advertising, and press releases. It should capture the essence of the entire event and be written in a fashion that would pique reader interest.*

When is the proposed date of the activity/event?

*Enter the proposed date and possible alternative dates for this event. We do not expect that a final date has been set since funding for the event has not yet been secured.*

Download and complete the budget. (<http://www.lssu.edu/provost/documents/ItemizedBudgetTemplate.xls>)

*Download and complete the budget; indicating both the projected revenue and expenses associated with the event.*

Budget Justification: Briefly explain the revenues and expenses denoted in your budget. Clearly indicate how Issues and Intellect funds are necessary and specify how they will be used.

*Provide a reasonable amount of detail for all budget entries. Budgets are estimates, but they should be well thought out and include all financial aspects for the event.*

*This box can handle formatted text so you can indent your discussion under topics.*

*Revenue:*

*Topic1 -*

*Topic2 -*

*Expenses:*

*Topic1 -*

*Topic2 -*

Provide a narrative of the speaker’s credentials and how he/she will be utilized while at LSSU. Expand upon the breadth of the speaker’s impact on campus. Plans should specify how the speaker will interact with the campus and community (lectures, workshops, classroom visits, etc.)

*Enter Narrative*

What is the expected participation (how many participates) for all proposed sessions?

*Enter the number of participants expected at each session.*

Provide the advertizing plan, including ways to reach locals schools and the general public.

*Describe the advertising plan. Remember, all advertising and promotional efforts must include references to the Issues and Intellect Funding Source.*

Indicate the availability of facilities and equipment that the University will provide to use for this project.

*For this project to be successful what space, rooms, A/V technology, or other equipment or resources would be needed?*

Approvals, Identify the Dean/Immediate Supervisor who will be contacted for project approval, with their email and phone number.

*Identify the immediate supervisor of the person(s) responsible for this application, their email and phone.*