

# LSSU Special Funding Request: Application

Complete this application for the fund and submit it to the Provost Office.

## 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>

Name:

LSSU Email Address:

LSSU Phone Number:

School/Department:

What is the title of the proposed activity or event?

Provide a brief description of the activity/event.

When is the proposed date of the activity/event?

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.)

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

Budget Justification: Briefly explain the expenses denoted in your budget. Clearly indicate how Issues and Intellect funds are necessary and specify how they will be used. List any additional funding sources such as ticket sales or departmental funds.

Expenses:

Honorarium (speaker fees):

Travel:

Meals:

Lodging:

Advertising:

Wages:

Reception:

Supplies:

Other (specify):

Total Expenses:

Funding Sources:

Departmental Funding (please indicate department and amount):

Grants:

Ticket Sales:

Other (specify):

Total Funding Sources:

Total amount being requested from Issues and Intellect or MacLaren Fund:

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

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

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

Approved      Denied      Provost's signature: \_\_\_\_\_ Date: \_\_\_\_\_