



ASCIT Event Funding disbursements are continuous throughout the school year. However, please note that there is a limited amount of funding and not all proposals will be funded.

Please submit your proposal to the ASCIT Treasurer at least 2 weeks before the scheduled event.

Club/Organization:

Event:

Date of Event:

Amount Requested:

Contact Name:

Contact Email:

Event Description:

Please address all the following points:

1. Motivation for event
2. Description of event
3. Target audience and expected attendance (UG/G breakdown)

Event Description Continued:

Budget Breakdown

Please include:

1. A complete budget [Line item]
2. Last year's budget [if recurring event]
3. Other funding sources

1. Complete Budget

Item	Cost	Item	Cost
		Total Cost:	

