

## Event Grant

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Short Title: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Agency Proposing: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

### Proposing Individuals' Information:

Name 1: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Campus Box: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To the Proposing Agency, Agent, or Individual:

Please attach a typewritten explanation of your needs and/or concerns in double-spaced 12-point format, placing a page number and title on the top of each page. Include all information necessary and pertinent to your argument. State exactly what action you would like the finance committee to consider taking and by when you must have a decision.

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### OFFICE OF THE VICE PRESIDENT USE ONLY

Date Presented to the Vice President: \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Initials of Receipt by Vice President: \_\_\_\_\_ Grant Number: \_\_\_\_\_

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### OFFICE OF THE CFO USE ONLY

Amount Approved: \_\_\_\_\_

\_\_\_\_\_ CFO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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