



Faculty of Arts Special Events Grant

APPLICANT AND EVENT INFORMATION

Name		Department	
E-mail		Phone Extension	
Rank	Tenure-stream Other		
Full Name of Event			
Date(s) of Event			
Event Purpose			
Event Location			
Conference Participants			
Mostly Local	Mostly Regional & National		Mostly International
Target Audience			
Expected Number of Delegates			
Please state the impact of event on the Faculty of Arts and Toronto Metropolitan University			

FINANCIAL INFORMATION

Amount requested (\$500 max. per academic year)

Note: Applicants must have matching funds from their department, up to the maximum requested.**Expense Items (Please describe briefly)****Estimated Cost**

Venue

Speakers

Printed Materials/Marketing

Catering

Other Expenses

Miscellaneous

Total Expense

Do you have any remaining start-up funds?

Y N

Amount _____

Faculty members are encouraged to use their start-up funds before accessing internal grants.Has the proposed event received previous external funding?

Y N

Funder _____

Program _____

Amount _____

Has the proposed event received previous ARTS internal funding?

Y N

Program _____

Amount _____

Please state the reason(s) additional support is now needed.

SPONSOR ACKNOWLEDGEMENT

Please indicate how the Faculty of Arts contribution will be acknowledged.

SIGNATURE OF THE APPLICANT

DATE

Completed and signed application forms should be sent to Alvin Ying (aying@torontomu.ca), Graduate Administration & SRC Coordinator and copied to Dr. Melanie Knight (melanie.knight@torontomu.ca), Interim Associate Dean, Research and Graduate Studies.

Faculty members are reminded of the generous Professional Development Allowance that can be used for research and travel purposes. Faculty members are also encouraged to use their start-up funds before accessing internal grants.