



Lethbridge Public Interest Research Group
"Transforming social concern into effective action"

Conference/Workshop Grant Application Form

Mission Statement

LPIRG is a student-funded, student-directed, non-profit organization providing resources for undergraduate students to engage with environmental and social justice issues. LPIRG embraces plurality and participation, and encourages students to critically evaluate the institutions and systems in which they take part. LPIRG assists students in translating their knowledge through research, education, and action to serve public interest.

Deadline

There are no set deadlines for conference grant applications, but keep in mind LPIRG board members have student schedules. Do not expect your application to be processed during holiday seasons. Please contact pirg@uleth.ca for more information.

Application Process

1. Once you have thoroughly read the **Conference/Workshop Grant Application** you can submit a well thought-out and concise proposal.
2. Submit your proposal to LPIRG. Hard copies of the proposal, appendices, and reference letter can be delivered in person or by mail to the LPIRG office. Ideally an electronic copy of the proposal will also be emailed to pirg@uleth.ca.
3. You will be contacted by LPIRG within a week of dropping off your application to confirm it was received. Arrangements will be made for an interview with you.
4. Your application will be reviewed by the LPIRG board of directors, and you will be notified as soon as possible of the board's decision. **Please allow 2 to 3 weeks for processing.**
5. All approved grants will be disbursed in two installments: 80% immediately after approval and 20% after the applicant has submitted receipts and a final report.

Reference

LPIRG suggests for larger funding requests (over \$500.00) that you provide a written reference from someone who has known you in an academic or professional capacity for a minimum of four months. References should be delivered in a sealed envelope and include the following information:

1. The referee's relationship to the applicant and how long the referee has known the applicant.
2. The referee's opinion of the applicant's honesty, work ethic, and dependability.
3. Other relevant information that will contribute to the Board's acceptance or refusal of the application.
4. The referee's name, signature, phone number, and e-mail address or mailing address.

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I – APPLICANT INFORMATION

1. Applicant's name, phone number, email address, mailing address, and undergraduate student ID number. **If there is more than one person applying for the same conference you must apply individually.**
2. Background information on how you found out about the conference or workshop, why you want to attend, and how you think you will benefit from attending.

II –CONFERENCE/WORKSHOP INFORMATION

1. Conference/Workshop name, dates, and location.
2. A brief summary of the conference/workshop (mandate, objectives, speakers, events, etc.).
3. How will the U of L community benefit from your attendance? How do you plan to share what you learn with the community?
4. How is your attendance compatible with the LPIRG Mission Statement.

III – FINANCIAL INFORMATION

1. Please provide a complete budget outlining in detail:
 - the individual costs for your attendance (eg. Workshop fees, travel, accommodation, etc.),
 - total cost to attend the workshop
 - possible alternative funding amounts,
 - and the total amount of funding you are requesting from LPIRG.
2. Have you approached other organizations for funding (eg. Students' Union)? Please explain what other funding opportunities you can apply for and what are the details are of your application to those organizations?
3. Are there other types of support you are looking to receive from LPIRG (office space, volunteer help, equipment use)?



Conference/Workshop Applicant Agreement

IV – CONFERENCE GRANT RECIPIENT RESPONSIBILITIES

1. Grant recipients are required to provide an end summary of their experiences for publication. (750 words)
2. Grant recipients are required to provide receipts or copies or receipts for all expenses for which LPIRG has granted funding.
3. Opportunities may arise for recipients to take part in interviews, or to make a public presentation regarding your experience. Would you be willing to take part in one or more of these activities?

I, (Name), confirm that I have read, understood and agree to accept the terms and conditions of the LPIRG Event/Project Applicant Agreement and upon knowledge of my application approval will conduct Event/Project affairs following the conditions expressed herein.

Applicant Signature, _____

Date_____,_____,_____

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