



Lethbridge Public Interest Research Group
“*Transforming social concern into effective action*”

Event/ Project Grant Application Form

Mission Statement

LPIRG is a student-funded, student-directed, non-profit organization providing resources for undergraduate and graduate 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 event/project grant applications, however the LPIRG Board of Directors will look more favourably on applications that are submitted at least 3 weeks prior to the event/project. The Board may consider funding retroactively provided the application is submitted before the event. Please remember that LPIRG board members have student schedules and applications will not be processed during holiday seasons. **Please allow 3 weeks for processing.**

Documentation for Submission

Please submit your documents electronically to pirg@uleth.ca and drop off a paper copy in the LPIRG office (SU242) or in the LPIRG mailbox in the Students' Union office (SU180).

1. Applicant Information

- a. Applicant's name, phone number, email address, mailing address, and student ID number.
- b. Background information about a past organizational and/or volunteer experience.

2. Event/ Project Information

- a. Event/Project name, dates, and location.
- b. Description of the mandate, goals, and activities of your event/project
- c. A summary of your advertising and/or communication strategy.
- d. A timeline of activities leading up to the completion of the event/project.

3. Public Interest

- a. How is the event/project compatible with LPIRG's mission statement?
- b. Please explain how your event/project is in the public interest and how it is compatible with the following criteria. Please note that projects are not required to comply with all points, though applications that do so most strongly will be given precedence.



Lethbridge Public Interest Research Group

“Transforming social concern into effective action”

- Demonstrating a focus on social and environmental justice and other issues in the public interest (ie. increasing public standard of living).
- Contributing to increasing the public knowledge and education on researched issues.
- Demonstrating long-term benefits for the public, not only short term gains.
- Benefiting the UofL undergraduate and graduate community and/or greater community (the UofL community, city, province, country, globe, etc.).
- Illustrating a desire and/or opportunity to contribute to building a stronger, closer, and more engaged community.

4. Financial Information

- a. Please provide a complete budget outlining in detail:
 - the individual costs for your event (e.g., promotional materials, speaker fees, venue rental, travel and accommodation expenses, etc.)
 - total cost of your event/ project,
 - possible alternative funding amounts for cost saving, etc.
 - the total amount of funding you are requesting from LPIRG.
- b. Have you approached other organizations for funding? Please explain what other funding opportunities you can apply for and what are the details are of your application for alternative funding?
- c. Are there other types of support you are looking to receive from LPIRG (office space, volunteer help, equipment use)?

Please note that LPIRG does not fund wages or most food purchases. Applications will only be considered when the most economical means are pursued.

5. Reference - For larger funding requests (over \$500.00) you must provide a written reference letter 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, with the paper copy of the application and include the following information.

- a. The referee's relationship to the applicant.
- b. The length of time the referee has known the applicant.
- c. The referee's opinion regarding the applicant's honesty, work ethic, and dependability.
- d. Other relevant information that will contribute to the Board's acceptance or refusal of the application.

Please note that applications submitted well in advance of a proposed project date will be considered with priority over those submitted at the last minute.



Lethbridge Public Interest Research Group
“*Transforming social concern into effective action*”

Event/Project Grant Recipient Responsibilities

1. Grant recipients must provide a press release and end summary of their project/event for publication.
2. Grant recipients are required to provide receipts or copies of receipts for all expenses for which LPIRG has granted funding.
3. All event or project promotion must display the LPIRG logo or make mention of LPIRG support. LPIRG support should be mentioned at hosted event.

Disclaimer

1. Any costs incurred by applicants prior to the final board decision are solely their responsibility.
2. Due to limited funding, LPIRG retains the right to reject any application.
3. Should the board of directors request an interview, you will be asked to join for a segment of the next board meeting. You will be given two weeks notice, and the time and date will be non-negotiable (with the potential for postponement). Failure to attend the interview will result in rejection of your application. Receipt of past funding does not guarantee future funding.

I, _____, 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 _____, _____, _____

LPIRG (The Lethbridge Public Interest Research Group)
University of Lethbridge Office SU 242
4401 University Drive W. Lethbridge AB, T1K3M4
Phone: 332.5243 Email: pirg@uleth.ca Website: www.lpirg.com