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|  | **Young Liberals of Canada Funding Request Form** |

Please complete this form to request any funding (reimbursement) from the Young Liberals of Canada. All funding must be pre-approved. If possible, we ask that you submit your request a minimum of 15 days before the date of the expense. Please email the completed form to **funding-financement@youngliberals.ca**. If you have any questions or concerns, please do not hesitate to contact us at that email as well.

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| **SECTION 1: Applicant Information** |
| Name: |
| Email:  |
| Phone:  |
| Campus Club/Riding Club/Provincial or Territorial Board:  |
| Position:  |
| Date of submission:  |

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| **SECTION 2: Event Details (if this request is not for an event, proceed to section 3)** |
| Event Name:  |
| Date of Event:  |
| Start Time:  |
| End Time:  |
| Venue or Virtual Platform Name: |
| Address/Location (if virtual, please include a link if applicable):  |
| Link to Facebook event (if applicable):  |
| Organizer Contact (if different from applicant above): [name] [email] [phone]  |

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| **SECTION 3: Financial Information** |
| Requested funding amount:  |
| Projected Expenses: [please specify total amount and list of individual expenses with amounts]  |
| Projected Revenue (if applicable): |
| Projected Number of Attendees (if applicable):  |
| Ticket Prices (if applicable):  |
| Other sponsors/sources of funding and amounts (if applicable):  |

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| **SECTION 4: Please elaborate on additional event/expense details** |
| *[If the requested funding is* ***not*** *for an event, please describe the circumstances and rationale for the expenses/reimbursement.]**[If the requested funding is for an event, please include the following information:* * *Will there be an invited guest speaker? If yes, who?*
* *What is the target audience of the event? How will these guests be invited?*
* *Who will be emceeing the event?*
* *Event itinerary (may include some of the points above)*
* *Any other details*
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