



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 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 events and non-research project 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 **Event/Project 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 may 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 event and project grants requiring greater commitment of time and funds (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.

LPIRG Event/Project Grant Application Form

I – APPLICANT INFORMATION

1. Applicant's name, phone number, email address, mailing address, and undergraduate student ID number.
2. Name and brief description of the mandate, goals, and activities of your project or event
3. Background information about a past organizational and/or volunteer experience.

II – EVENT/ PROJECT INFORMATION

1. Event/Project name, dates, and location.
2. A brief summary of your project or event including your advertising and/or communication strategy.
3. A timeline of activities leading up to the completion of the event/project.
4. How is this project or event compatible with LPIRG's Mission Statement? Please explain what public interest means to you and what your project's public interest value is. Explain how your project demonstrates three or more of the following criteria (300-400 words):
 - a. Demonstrating a focus on social and environmental justice and other issues in the public interest (i.e., increasing the public standard of living).
 - b. Contributing to increasing the public knowledge and education on researched issues.
 - c. Demonstrating long-term benefits for the public, not only short term gains.
 - d. Benefiting the U of L undergraduate community and/or greater community (the U of L community, city, province, country, globe, etc.).
 - e. Enriching of the applicant(s) post-secondary education through skill building and engagement with issues of public concern.
 - f. Illustrating a desire and/or opportunity to contribute to building a stronger, closer, and more engaged community.

III – FINANCIAL INFORMATION

1. Please provide a complete budget outlining in detail:
 - the individual costs for your event (e.g., promotional materials, speaker fees, travel and accommodation expenses, etc.),
 - total cost of your event/ project,
 - possible alternative funding amounts,
 - and the total amount of funding you are requesting from LPIRG.
2. 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?
3. Are there other types of support you are looking to receive from LPIRG (office space, volunteer help, equipment use)?



Event/Project Applicant Agreement

IV – EVENT/PROJECT GRANT RECIPIENT RESOPONSIBLILITIES

1. Grant recipients must provide a press release and end summary for publication. Opportunities may also arise for recipient to take part in interviews, or to make a small public presentation regarding their event or project. Would you be willing to take part in one or more of these activities?
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?
4. All event or project promotion must display the LPIRG logo or make mention of LPIRG support. LPIRG support should be mentioned at hosted event.

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____,____,____

LPIRG (The Lethbridge Public Interest Research Group)
University of Lethbridge Office SU 242
4401 University Drive W. Lethbridge AB, T1K 3M4
Phone: 332.5243 Email: pirg@uleth.ca Website: www.lpirg.org