PART I

Name of Individual(s)/Organization: ___________________________

College(s) Involved: ______________________________________

Name of Event(s): _________________________________________

Date of event(s): _________________________________________

Location of event(s): ______________________________________

Amount Requested: $ __________________________

Number of CBS students this event will involve: ______________

Email Address: ___________________________________________

Date of Request: _________________________________________

Signature of Applicant: ___________________________________

Cheque made Payable to: _________________________________

Describe your event briefly in 5 lines or fewer:

______________________________________________________________________________________________________________________

- We want to know which colleges are involved in your event
- Give us a better idea of the scale and who else you may be seeking funding from
- Make an estimate or give an exact amount of CBS students involved in contributing to, or participating in your event
- Give us a quick summary of what your event is
- What specifically are you requesting funds for?
- Why does your event benefit CBS students?

PART II

Revenue: (IncludePOR requests toother college governments. If you have already received funding from any of the clubs/organizations below, please indicate so)

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount ($)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

TOTAL

Expenses: (Please include a detailed list of expenses.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount ($)</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food &amp; Drink</td>
<td>$1000</td>
<td>We are using Brass Taps catering; they have quoted us this for the food and catering set up.</td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>

- Here we want to see the breakdown of your funding
- What other student organizations are you receiving support from?
- Provide a breakdown of your budget with specific amounts and descriptions for what the cost covers (see example)
- If requesting funds from other organizations have noted other sources of revenue, indicate exactly which costs are to be covered by funding provided by the CBSSC
- State the reason for that decision (if necessary and at your discretion)

Is your event SRM Approved?

- Have you submitted the SRM form through GryphLife at least 2 weeks prior to your event?
- Has it been approved?
The VP Finance receives your PDR and presents it to the finance committee.

The finance committee meets to review all components and decides:
- Whether the PDR is missing anything or if clarification is needed, at which point it will be sent back for resubmission along with information on missing components and questions
- What recommendations to make to the board of governors about the PDR

The Finance Committee presents the PDR to the board along with their recommendations.

The board deliberates, asks questions and if no further clarification is needed, an amount of funding is proposed, voted on, and passed (if majority is in favour).

Direct Questions to CBSSCVPF@[att]uoguelph.ca!