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APPENDIX A: External Request Form

Name:

Organisation:

Email:

Telephone:

Date of application:

1. Briefly describe what you are seeking funding for, e.g an event, workshop. Please include details such the date your event is set to take place, key speakers, purpose of the event, what the funds would go towards, how the event fits within OPIRG’s mandate:
2. In the event that we are unable to grant your request, OPIRG Toronto is happy to support you in other ways besides financially (e.g, promotion, printing, space on campus). How could we help you in this case?

**Please attach a copy of your budget outlining your projected expenses and projected revenue. Feel free to use the Budget Template to help you. If you have sought funding from other sources, please note how much and where from.**

Total amount requested:

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned, acknowledge that the facts as presented are correct to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

           (Signature)