

CUPE 3902 CAMPAIGN/EVENT FUND APPLICATION FORM

1. Group/individuals requesting the funds: _____
2. Event name: _____
3. Event time/date/location: _____
4. Event's intended audience and estimated attendance (both member attendance and overall attendance): _____
5. Event description, plan, and rationale: _____

6. Methods of advertising

- Digest (required)
- Social media
- Flyering/postering
- Door knocking
- Other:

7. Budget

- a. The budget does not need to be highly detailed. It should include an estimated breakdown of the total amount into different categories. Categories to consider include: space booking, food/catering, speakers/facilitators, equipment rental, travel/transit, materials for advertising.
- b. Explain how the budget was arrived at, such as quotes from vendors, etc.
- c. If the event is co-sponsored, provide information on the other sources of funding (who, how much, distribution of costs/planning/decision-making, etc).
- d. The Secretary-Treasurer can meet with members of the group if they would like help putting together the event budget.

8. Source of funds
- Micro-campaign (total budget cannot exceed \$500)
 - Budget line for group (attach meeting minutes approving budget/event; total budget cannot exceed \$1000)
 - Caucus / action committee campaign (attach meeting minutes approving budget/event; minutes must be from a meeting with at least five members in attendance; total budget cannot exceed \$2500)
 - Campaign exceeding \$2500 (requires the group to bring a motion to a General Membership Meeting)
9. Childcare
- a. CUPE 3902 can reimburse childcare costs for any meeting or event, so please be sure to advertise that.
- b. Will any other arrangements for childcare be made (e.g. can children attend the event, onsite childcare, etc.)? _____
10. Accessibility
- a. Please be mindful of keeping your event/meeting as accessible as possible. Where relevant/feasible, please provide a contact person for arranging accommodations in all meeting/event advertising
- b. Will any other accommodations be provided to increase the accessibility of the event/meeting? YES NO