

U N I V E R S I T Y
HONORS COLLEGE

Programming Grant Application

Application # _____ (assigned by Admin; leave blank)

PERSONAL INFORMATION:

Student Name

Email

Phone Number

(____) _____

Are multiple students proposing this event, group, or initiative? Yes No

If yes, please list their name and PITT e-mails:

PROJECT INFORMATION:

Name of Event _____

Date of Event: _____ Time of Event: _____

Location: _____ Number of Anticipated Participants: _____

Who will be the person “in charge” at the event?

Is this a sustainable group/initiative or is this a one-time event?

PROGRAM DESCRIPTION

Write 2-3 pages of your program description and proposal. Make sure to include:

- A description of your program and the reasons why it should be funded
- The academic value of the program – what is the academic value and what will the event planners, attendees, and others learn from this program (what are learning outcomes)?
- Dates, times, and locations that are relevant – clear and concise
- Describe the target audience, expected attendance, and marketing plan
- What will be considered successful and how will this program be evaluated?
- Estimated amount that is being requested – Though this amount is an estimate, please make accurate estimates based on research of the costs. If funding is coming from other sources, please list amount and what their funding will provide.

Applications are not considered complete unless the budget form is attached.

DISCLAIMER AND SIGNATURES

If this application leads to grant funding, I understand that by not following the outlined policies and guidelines, not attending or scheduling the pre/post meetings, as well as any other irresponsible act will result in the loss of funding and cancellation of the event.

Signature

Date
