

# Live Life Late Grant Application

Organization or Department \_\_\_\_\_ Date submitted \_\_\_\_\_

Student Contact \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Advisor (if applicable) \_\_\_\_\_

Advisor's Phone \_\_\_\_\_ Advisor's Email \_\_\_\_\_

Grant amount requested (up to \$200): \_\_\_\_\_

## Requirements and Regulations:

- This event must be held on campus.
- This event must be open to all students.
- This event must be advertised to all students.
- Application must be submitted at least 4 weeks prior to the event.
- Grant money may be used for: facilities or tech fees if hosting event in the LSC, food if purchased from the LSC or their business partners, or additional marketing costs.
- Groups must submit invoices to Campus Activities for payment up to grant amount within 7 days after the event. If grant is being used for marketing, payment arrangements must be made in advance with the Live Life Late staff.
- Alcohol may not be served at event unless it is being held in the Ramskeller.
- Groups must include the LLL logo on their advertising.
- Organization will be required to compile 1 page event summary and evaluation due to LLL 7 days after the event is held.
- Applicants must complete and submit risk management checklist (from the Student Organizations website).

Event Title \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Event Description \_\_\_\_\_

Anticipated Attendance \_\_\_\_\_ Estimated Total Cost \_\_\_\_\_

How will the event be publicized? \_\_\_\_\_

How will the grant money be used? \_\_\_\_\_