**Financial Request Form 2019-2020**

Event:

Date of event:

Name of requesting organization or individual:

Please bold the option below which best describes your organization

* MSU Affiliated Club/Service
* BHSS Affiliated Group
* Other

*Note:* Please keep in mind the difference between “BHSS” and “BHSc Office”. “BHSS” refers to the Bachelor of Health Sciences Society, which is the student society that you are requesting funding from by filling out this form. The “BHSc Office” is the Bachelor of Health Science’s office which you can request funding from by contacting one of the program staff members.

1) Have you worked with the BHSS in previous years? If yes, please describe in what capacity.

2) Please describe **in detail** the aim of your event/initiative and its date.

3) Please describe the expected degree of BHSc student involvement (in any capacity, including attending, organizing, performing, etc.) in both your organization and/or the initiative for which you are requesting funds in the table shown below.

|  |  |  |
| --- | --- | --- |
| Category of involvement | Expected/known number of total students involved | Expected/known number of BHSc students involved |
|  |  |  |

Below is a sample answer to the question. Please delete the below table when you submit your form:

|  |  |  |
| --- | --- | --- |
| Category of involvement | Expected/known number of total students involved | Expected/known number of BHSc students involved |
| Organizing Team  | 15 | 1 |
| Audience members | 200 | 20 |

4) Please state the amount requested:

5) Please outline your need for BHSS financial support. List where the funds will be allocated, and what value the BHSS funding will add to the event.

6) What is your contingency plan in the event that the BHSS is unable to provide funding?

Please include any other alternatives your club/organization has pursued/is pursuing to receive funding in your answer.

Additionally, if you have a sponsorship package, please submit it as an attachment to this form.

Please fill out this budget sheet for your event and submit it as an attachment in your email to the Financial Coordinator.\* <https://docs.google.com/spreadsheets/d/1iMbCvRpsAdbWJNGRWj7YZXr8nhG1pLA29bYRtjhlkMk/edit#gid=444060222>

\*If your organization has held a similar event in the past (whether or not the BHSS provided funding), we request that you attach a breakdown of revenues and expenses from a previous year if they are available, in addition to the projected financials for this year. If available to you, please also attach a budget for your organization’s yearly finances to allow us to obtain a more holistic representation of the club’s events and funding allocation. Both of these excel sheets, if they are submitted, should be sent as separate tabs in the same excel document as your event budget.

\*Please use the budget sheet provided. Otherwise, your financial request will be sent back to you for corrections.