



MACES SPONSORSHIP APPLICATION FORM 2017-2018

MACES will consider applications for funding for events, workshops, presentations etc. organized by members of MACES (School of Continuing Studies). Please send your signed application to Dorelle Hinton, Vice President of Social Affairs (MACES) ypsocial.maces@mail.mcgill.ca.

Applicant:

Name: _____

SCS Degree and/or Program: _____

Club or Group (if Applicable): _____

Event Details:

Name of the Event: _____

Date(s): _____

Location: _____

Amount requested: \$ _____

What is the objective of your event? How does it involve MACES members?

Who is your event's target audience?



Please outline your **event budget** including all sources of revenue and expected expenses:

EXPENSES	REVENUE
TOTAL:	TOTAL:

MACES event sponsorship requires you to promote MACES at your event. Please outline how you will promote MACES:

Conditions of Funding:

- MACES will be mentioned in all event promotional material (flyers, posters, emails).
- Funding for all events will be done on a receipt basis, no funds will be provided without a receipt of payment for service, rental or goods purchased.
- Funding will be provided in one cheque, no cash will be issued.
- All receipts will be provided on a single expense report. Funding can be expected within 7 days of expense report submission.

Applicant SIGNATURE: _____

Date: _____