



State University of New York at Oswego
FUNDING REQUEST FORM

Note: Please type. You can complete this form using Adobe Acrobat Reader. However, to save the form you will need the full version. Complete and submit 14 copies by March 15. Please do not attach more than a one-page supplemental narrative describing the program and promotion plan. Collaboration with student organizations is encouraged. (Additional materials such as slides, DVDs or videotapes may be included with the funding request.)

Check one:

- | | |
|---|--|
| <input type="checkbox"/> Art Gallery | <input type="checkbox"/> Performing Arts |
| <input type="checkbox"/> Visiting Artists | <input type="checkbox"/> Writing Arts |
| <input type="checkbox"/> Theatre Department | <input type="checkbox"/> Music Department |
| <input type="checkbox"/> Film/Video | <input type="checkbox"/> Arts, Identity & Diaspora |

Contact person: _____

Name of event: _____

Date of event: _____

Location of event: _____

Anticipated attendance: _____

Person responsible for coordinating event: _____

Phone: _____

Email: _____

Other sources from which funding has been or will be requested:

Mark as (P) for pending or (S) for secured.

Organization and Amount Requested:

1. _____
2. _____
3. _____

Signature of Applicant

APB Funding Requested



State University of New York at Oswego
PROPOSED BUDGET

Name of Event: _____

Artist Fee	\$
Hospitality	\$
Lodging	\$
Artist's Travel	\$
Professional Labor	\$
Specify _____	
Student Labor	\$
Specify _____	
Production	\$
Specify _____	
Equipment Rental	\$
Front of House Costs	\$
Publicity	\$
Additional Printing	\$
Mailing	\$
Tickets (printing cost)	\$
Supplies	\$
Specify _____	
Other	\$
Specify _____	
Specify _____	
	TOTAL \$
	Amount requested from other sources \$
	TOTAL REQUESTED FROM APB \$

NOTE:

The use of funds is restricted to the specific purposes for which they were requested. Exceptions must be approved in advance. If you request funds to take a visiting artist out to dinner you may request a maximum of \$40 for you and your guest,

CREDIT:

The ARTSwego logo is available in color & b&w and must appear on all promotional materials. Please include this statement: *This program is funded by the Student Arts Fee.*

Please describe your proposed program:

How do you plan to promote the program?