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**SPRA Application form**

**EVENT DETAILS**

Event name:       Event date:

Target branch(es):       Event lead:

Venue:       UB number:

Event description:

**How much SPRA funding are you requesting?** $      

**What SPRA outcomes will be met by this event (choose all that apply):**

Increasing opportunities for physical activity for youth

Removing barriers for participation in recreational activities

Provide opportunities for youth to practice and use their leadership skills

**EVENT BUDGET – Revenue and Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| **REVENUE** |  | **EXPENSES** |  |
| Registration fees   * # of participants       x registration fee $ | $ | Venue rental | $ |
| Subsidies (area or district, please list details: | $ | Equipment rental | $ |
| Expected SPRA grant revenue (add number indicated above) | $ | Transportation costs | $ |
| Other revenue (please list details): |  | Accommodation costs | $ |
|  | $ | Food costs | $ |
|  | $ | Program materials/supplies | $ |
|  | $ | Facilitator fee/honorarium | $ |
|  | $ | Crests/merchandise | $ |
|  | $ | Other expenses (please list details): |  |
|  | $ |  | $ |
|  | $ |  | $ |
|  | $ |  | $ |
|  | $ |  | $ |
|  | $ |  | $ |
|  | $ |  | $ |
|  | $ |  | $ |
|  | $ |  | $ |
| **TOTAL REVENUE (please add)** | **$** | **TOTAL EXPENSES (please add)** | **$** |

**EVENT BUDGET – ACTUAL (to be completed post event)**

|  |  |  |  |
| --- | --- | --- | --- |
| **REVENUE** |  | **EXPENSES** |  |
| Registration fees   * # of participants       x registration fee $ | $ | Venue rental | $ |
| Subsidies (area or district, please list details: | $ | Equipment rental | $ |
| Expected SPRA grant revenue | $ | Transportation costs | $ |
| Other revenue (please list details): |  | Accommodation costs | $ |
|  | $ | Food costs | $ |
|  | $ | Program materials/supplies | $ |
|  | $ | Facilitator fee/honorarium | $ |
|  | $ | Crests/merchandise | $ |
|  | $ | Other expenses (please list details): |  |
|  | $ |  | $ |
|  | $ |  | $ |
|  | $ |  | $ |
|  | $ |  | $ |
|  | $ |  | $ |
|  | $ |  | $ |
|  | $ |  | $ |
|  | $ |  | $ |
| **TOTAL REVENUE (please add)** | **$** | **TOTAL EXPENSES (please add)** | **$** |

Notes:

* It is the event organizer’s responsibility to complete the event form, both for budgeted and actual costs
* The event organizer is responsible for organizing and tracking receipts; for some events receipts may be required (i.e. events that subsidized by grants). We recommend creating a quick spreadsheet listing all receipts.

Please send completed application forms to [Yvonne](mailto:turnbully@girlguides.ca?subject=SPRA%20Application).