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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): |  |
| *
 | $       | *
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| **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): |  |
| *
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 | $       |
| **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.