



USC Grant Application

I. Contact Information

1. Name of Group/Individual:
2. If a Group, please provide the names of the individuals, and their position (if applicable).
3. Website (if applicable):
4. Facebook (if applicable):
5. Name of Project Leader:
6. Email of Project Leader:
7. List any collaborating groups/individuals:

II. Grant Basics

8. What grant amount are you requesting? (Lowest Amount: \$100.00 Highest Amount: \$10,000.00)
9. What is the date of your event/project?
10. What is the name of your event/project?
11. Please identify the category that best describes your event: <i>Innovate (a new idea or activity for Western's campus that will provide students with new opportunities)</i> <i>Sustain¹ (a pre-existing idea or activity for Western's campus that has provided, and will continue to provide, valuable opportunity)</i>
12. Please select one or more from the following (indicate the 'letter' only) as potential outcomes of the project you are proposing: a) To assist in the development of student skills. b) To assist in the strengthening of the campus community. c) To support diversity and inclusivity of the campus community. d) To provide real-life learning opportunities and community building activities.

¹ 'Sustain' initiatives have also previously received USC Grant funding. If your project has never received funding explicitly from the USC, please choose the 'Innovate' category.



III. Rationale and Project Description (each answer should be 150 words or less)

13. Please provide a statement on how you believe this project will achieve the outcomes you listed in the question above.

14. Please provide a statement providing evidence there is support (on campus) for this initiative.

15. Please provide what the impact of this project will be on campus, should the project be successful.

16. Please provide a list of metrics for this event, that includes, but is not limited to:

- The # of projected attendees
- The # of organizers
- The # of projected volunteers executing the project
- The # of collaborators

IV. Metrics of Success – Goals and Objectives (each answer should be 150 words or less)

17. Please identify how you intend to measure the success of your project. Please include any specific measurements you will be tracking (ticket sales, attendees, quality of input, etc.).

18. Please identify the timeline of when you will be able to measure the success of your project (reconciling ticket sales, etc.).

V. Budget Process

19. Using the budget template below, please submit a detailed budget, including ALL revenue sources and ALL expenses. Please submit the budget in the provided template, and include any additional supporting financial documentation. It is important to include any possible quotes (i.e. like a quote from Creative Services over printing costs).

20. Has this project received funding prior to this year from the USC? If yes, please indicate the amount of funding.

21. Subsequent to Question 19, if there is a difference in the amount of funding being requested this year, in comparison to previous years, please include the rationale for this change.



VI. Risk Assessment

22. Please identify any anticipated contracts/agreements connected to the execution of this project (i.e. venue contracts, performer/speaker contracts, transportation suppliers, equipment suppliers, sponsorships, catering, etc.).

23. Please identify if the project may require security.

VII. Executive Summary (250 words or less)

24. Please provide a short executive summary that includes (sections 'c' and 'd' should take up most of the summary),

- a) Proposed Project
- b) Target Demographic
- c) Program Goals
- d) Plan of Action
