

EUSPBA Special Event Request Application

All Requests MUST BE submitted 90 days prior to your event.

Requests must be presented to the Finance Committee by the branch chairman after receiving approval from the branch officers.

This application will have to be approved by a 2/3 majority of the FC. Once the applications are approved by the Finance Committee the treasurer will present them to the Executive Committee for final approval. Within 30 days of the completion of the event a reconciliation report must be completed using the project reconciliation form and submitted to the Executive Committee treasurer.

ORGANIZATION INFORMATION (Branch, Band, Games/Contest, etc)

PROPOSED PROJECT DESCRIPTION

Name of Project
Date & Time of Project
Location of Project
Number of EUSPBA members expected to participate in or attend the event
IN THE SPACE BELOW give a complete description of the proposed project, event or activity for which funds are requested (please use additional sheets if necessary) Include how the EUSPBA membership will benefit from this activity.

PROPOSED PROJECT BUDGET

Projected Income	(From all sources:	Ticket Sales, Admission Fees, Entry Fee, other grants or funding sources
ncome Sources	Amount	
		Projected Income Total:
Project Expenses	(Judges Fees, Instru	ction Fees, Artist Fees, Space Rental, Advertising, printing, etc)
Expenses	Amount	
zpenies	Amount	
		Projected Expenses Total:
In-Kind (non-ca	ash) Donations	
Source	Amour	nt
		In-Kind Donations Total:
		EUSPRA RECUEST AMOUNT:

Within 30 days of the completion of the event a reconciliation report must be completed using the project reconciliation form and submitted to the Executive Committee treasurer.

Event Reconciliation Report

Actual Income (From all sources: Ticket Sales, Admission Fees, Entry Fee, other grants or funding sources)

ncome Sources	Amount	
	Income Total:	
Actual Expenses (Judges Fe	es, Instruction Fees, Artist Fees, Space Rental, Advertising, printir	ng, etc)
	A management	
Expenses	Amount	
	Expenses Total:	
In-Kind (non-cash) Dona Source	Amount	
	In-Kind Donations Total:	_
	Profit or Loss AMOUNT:	