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Description automatically generated

**Small Grant Application Form (*1.8.25*)**

**COVER SHEET**

Application date (*today’s date*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of event (conference/lecture/recital, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s primary CU Boulder dept/unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s colorado.edu email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@colorado.edu

Full name(s), title(s), dept/unit, and colorado.edu email address of the organizer(s), if different from the applicant’s:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name, dept/unit, and colorado.edu email address of the organizing dept/unit’s finance manager (or its equivalent):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this event □ virtual, □ in person, or □ hybrid? (*Pick one*.)

Anticipated number of attendees: In person: \_\_\_\_\_\_\_\_\_\_\_ Online: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you requested or do you plan to request the use of the CBIS Room? □ yes □ no

(See <https://www.colorado.edu/center/british-irish-studies/cbis-room> for additional information).

**Applicants must check the following for the application to be complete:**

* If funding is awarded, all promotional materials and announcements, including, but not limited to emails, webpages, and posters will mention the event is supported or co-sponsored by the Center for British & Irish Studies (as appropriate). Support from the Center for British & Irish Studies should also be acknowledged in any related publication.

**The following documents must be attached to your email to** [**cbis@colorado.edu**](mailto:cbis@colorado.edu) **:**

1. **ONE pdf file with**
2. **The completed cover sheet** (this document)
3. **A** **description** **of the planned event** (500 – 1,000 words). This should include

* 1. Plans and goals for the event
  2. The name, title, and a very brief bio of each speaker/performer
  3. A discussion of the event’s importance and relevance to the mission of the Center for British & Irish Studies.

1. **ONE Xcel spreadsheet with your detailed budget (using the Budget Template provided on the CBIS** [**Event Opportunities page**](https://www.colorado.edu/center/british-irish-studies/event-funding-opportunities)**).**

Please address questions to [CBIS@colorado.edu](mailto:CBIS@colorado.edu).