

Speech and Hearing BC Area Fund Application

Event Information

Date of application: _____

Name of organizer: _____

Email: _____

Phone: _____

Employer: _____

Profession: _____

Name of Event/Project: _____

Date of event: _____

Description of project or event in greater detail:

Type of Event: (circle)

in-person

virtual

hybrid

If this is a virtual or hybrid event, will it be recorded for distribution post-event?

- Only for those who attend
- Only for area SHBC members
- All SHBC members
- Non-members will have access

What is the target audience?

- Area specific members only
 - Open to all SHBC members
 - Open to non-SHBC members
 - Other, describe: _____
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For what area are you requesting funds?

- GVRD
- Fraser Valley
- Kootenays
- Thompson/Okanagan
- North
- Vancouver Island/Gulf Island

Estimated number of participants?

Total: _____ **Of the total, how many are non-members:** _____

Financial Information

You must retain all receipts for submission to SHBC. All costs must be quoted in CAD Dollars using the available Bank of Canada exchange rate.

What are your projected cost in \$ CAD? (separate food costs, you may apply for up to an additional \$500 to help cover food costs)

Event costs (Speaker fees travel, accommodations, venue): _____ **Food:** _____

What are your anticipated revenues?

Revenues from registration fees: _____ **Revenues from employers:** _____

Other Revenues: _____ **Grand Total:** _____

Do you anticipate a profit:

- Yes
- No
- Maybe

What are the costs for the participants? If you are expecting non-members, there must be a **significant** cost differential from SHBC members.

Cost for members:	_____	Cost for non-members:	_____	% Difference	_____
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What amount of area funds are you requesting?

Amount for event (max \$3000):	_____	Amount for food (max \$500):	_____
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Policies:

I understand that I am required to save all the receipts and submit final costs after the event is completed.

- yes
- no

I understand that if there is a surplus in revenues from the event, the organizer must repay the funding provided by Speech and Hearing BC and any surplus funds will not be used to compensate the organizer for time spent organizing the event.

- yes
- no

Names and signatures of 3 member SLPs or 2 member AUDs that support this application

Acknowledgement

I understand that if my application is approved, **any changes that I make post-approval will need to be authorized by my Area Rep.** Funds are designated for their original purpose as set out in the submitted application. Any material changes (e.g. date change, venue change, speaker change, change in fee, etc.) may mean the area funds are forfeited unless prior permission is obtained by the Area Rep and/or SHBC.

Signature of requester:

Date:

Please attach any additional information to the application.